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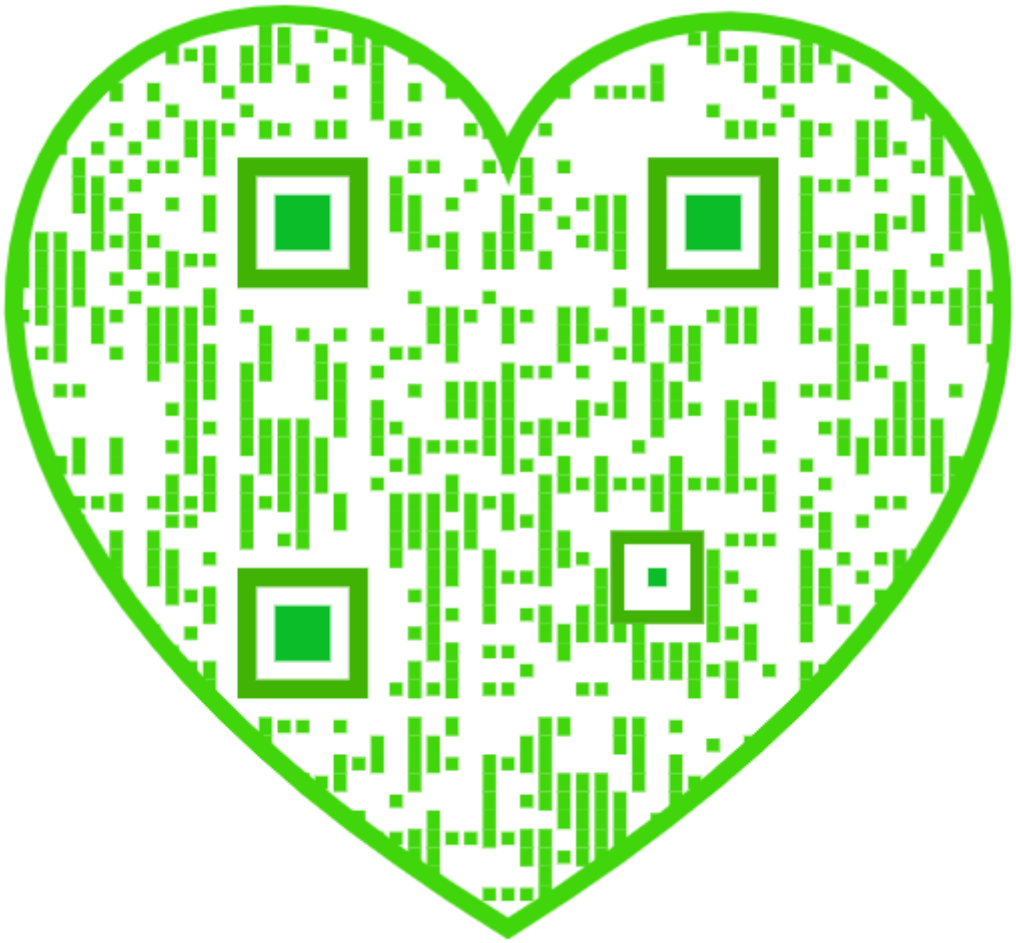
1906a

Lindsay's Simplified Shorthand.

FIFTH EDITION



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Lindsay's Simplified Shorthand.

FIFTH EDITION

A SYSTEM OF WRITING WITHOUT SHADING

In which the vowel and diphthongal sounds
are expressed by the inclinations
of lines called strokes
to a real or an imaginary horizontal line,
the inclinations of the strokes,
as they vary from a horizontal line,
being called vowel and diphthongal positions,
the consonant sounds being expressed
by the shapes of the strokes
and their position above, below,
or across the line of writing
or a preceding stroke.

By
HUGH P. LINDSAY
and
AMELIA H. LINDSAY
PITTSBURGH, PA.

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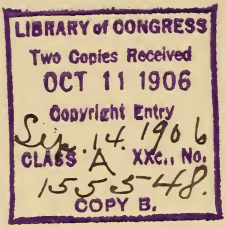

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PREFACE

CHANGE of conditions in the business world, the increase in the volume of business transacted, and the consequent increase in clerical work, call for improved methods of disposing of commercial correspondence; and the old systems of shorthand, though adequate for the age in which they were invented, do not keep pace with these increasing demands. They embody principles that look well in print, but which are both difficult and awkward to apply in actual practice.

One of the chief of these objections is shading. Imagine a busy work-driven book-keeper taking the time in his daily work to shade every other stroke of his writing; to shade at the beginning ot strokes and at the end of strokes; to shade horizontally; and we have a picture of the difficulties in the path of the stenographer using a shaded system.

The old systems also embody principles that are hard to understand; a proof of which fact is the large number of shorthand students who never make any practical use of their shorthand, and drift into other lines of work.

Having these shortcomings in view, SIMPLIFIED SHORTHAND has been produced with the intention of giving the public a system of shorthand that will embody simplicity in principles, facility in writing and legibility in reading. As it is not the professional man or the scholar that studies shorthand, only those principles have been used that can be easily comprehended by the young man or young woman of limited education who desires to advance himself or herself in the business world; and as there is no shading of any kind, it may be written with facility with either pen or pencil—a fact that is of vast importance. Although it is not claimed for SIMPLIFIED SHORTHAND that there are no word signs, as no set of principles can be combined in any

one system of phonography by which every word in the English language can be easily and rapidly written without abbreviation or contraction, the claims for other systems notwithstanding, yet it is claimed that it contains fewer abbreviations and arbitrary word signs than any other system in existence.

Another advantage of SIMPLIFIED SHORTHAND is the manner of expressing the vowels. As the vowel sounds are expressed by the inclinations of consonant strokes, both a consonant and a vowel sound are expressed with each motion of the hand, which makes possible both facility in writing and legibility in reading; the latter because it is never necessary to omit the vowel sounds in rapid writing.

Therefore, with ordinary intelligence and a reasonable amount of study, there can be no excuse for anyone not easily mastering SIMPLIFIED SHORTHAND and attaining an ordinary rate of speed and an ability to read without difficulty that which has been written; for the principles herein given are so simple, logical, and few in number, there is no limit to their possibilities.

But in order to reach the desired goal, the study should be given the same enthusiasm, and undivided attention and thoroughness that the small boy exhibits in learning the art of playing baseball. Be thorough ! Remember that if each lesson is not thoroughly digested before proceeding to the next, a bad case of shorthand indigestion will soon develop; but if, on the other hand, the errors of haste, carelessness, and indifference are avoided, the result will be found eminently satisfactory and worthy of the effort.

And now, having full confidence in the principles of SIMPLIFIED SHORTHAND, we give it to the public with the hope that it will be thoroughly investigated before a decision is reached as to the relative merits of it and other systems.

Respectfully,

HUGH P. LINDSAY,
AMELIA H. LINDSAY.

LINDSAYS' SIMPLIFIED SHORTHAND

LESSON I

VOWELS, DIPHTHONGS, AND CONSONANTS

Phonetic writing, commonly called shorthand, is the art of writing characters to represent the sound of the human voice and writing them in a manner that is brief enough to record those sounds while they are being uttered.

The sounds of the human voice, as expressed by the English language are divided into three classes, called vowels, diphthongs, and consonants.

A vowel is a sound produced with the lips and throat open, such as the vowel EE in the word EAT. The vowel sounds are twelve in number (six long sounds and six short sounds), and in LINDSAYS' SIMPLIFIED SHORTHAND they are expressed by the inclination of lines called strokes, the slants of the strokes, as they vary from a horizontal line, being called vowel positions. The following strokes illustrate the six vowel positions in their order, and the student should practice writing them until they can be written with facility, being careful to preserve the proper slant in each position and making the strokes of a uniform length:

1st 2d 3d 4th 5th 6th

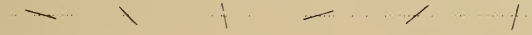


CHART OF LONG VOWEL SOUNDS

1st position expresses EE, as in the word EAT

2nd position expresses AY, as in the word ATE

3rd position expresses AH, as in the word ART

4th position expresses AW, as in the word ALL

5th position expresses O, as in the word OWE

6th position expresses OO, as in the word WHO
U, as in the word USE

A diphthongal sound is a combination of two vowels, such as the combination of the vowels AH and EE in the word I (AHEE). These diphthongal sounds are three in number, and in LINDSAYS' SIMPLIFIED SHORTHAND they are expressed by the inclination of a stroke, these inclinations being called diphthongal positions. The strokes in the following chart illustrate the three diphthongal positions, and they should be practiced in the same manner as were the vowel positions.

1st 2nd 3rd

CHART OF DIPHTHONGAL SOUNDS

1st position expresses I, as in the word BUY

2nd position expresses OI, as in the word BOY

3rd position expresses OU, as in the word COW

WRITING EXERCISE

Awe, I, O, You, Ay, Ah, Owe, Ee, Ou, Eye, Oi, Oo, Aye.

CONSONANT SOUNDS

A consonant sound is produced with the lips or throat closed, such as the consonant B in the word BY. The consonant sounds of the English language are eighteen in number, as follows:

B, P, W, S, T, D, M, N, CH, TH, R, L, SH, Y, F, V, KAY, GAY.

All of the foregoing consonant sounds are expressed by the shape of strokes and the manner of writing them above, on, across, or beneath the line of writing. They will be taken up individually in subsequent lessons.

NOTE---The stroke the student has been practicing in connection with the vowel position is called the vowel stroke, and it is distinguished from the consonant strokes as being a straight stroke written across the line of writing. This fact will be more fully explained at another point. It is only mentioned at this time because the name "Vowel Stroke" will be made use of in the following lessons.

LESSON 2

A STUDY IN PHONETICS

In phonetic writing, the construction of a word is determined by its phonetic sound, irrespective of its English spelling. When writing the words BOUGH and COUGH, for example, although the former word would be written in the position of the diphthong OU, the latter would be written in the position of the vowel AW, notwithstanding the fact that both words are spelled identically the same, with the exception of the first letter. The same peculiarity might be noted with regard to the words DOOR and POOR, BOWL and HOWL, BUT and PUT, etc. Still another class of words are those in which two or more words are spelled with entirely different English letters, but which have the same phonetic sound, such as the words AWED and ODD, AIR and HEIR, NAY and NEIGH, etc. It is evident, therefore, that in English spelling the same vowel sound may be expressed with entirely different letters; while the same letters, at times, express different vowels.

From long familarity with English spelling the shorthand student at first finds it extremely difficult to write phonetically. It must be admitted that it is putting a heavy tax on the faith of the student to be told that some words spelled with the letter O, as in the word not, must be written in the same vowel position as other words spelled with the letters AU, as in the word NAUGHT, and that to write the word NOT in the vowel position O would express NOTE instead of NOT; and yet that is just what the shorthand writer must ever keep in mind. It is important, therefore, that the student acquire the habit of annalyzing words according to their proper pronunciation until the vowel sounds (not English letters) can be distinguished without hesitation.

Determine the vowel or diphthongal sounds in the words of the following list, and write the "vowel stroke" in the proper vowel or diphthongal position used to express the vowel or diphthongal sound of each word.

Ear, Air, Are, Tar, Team, Beech, Tast, Sough, Sigh, Scene, Yard, Hair, Harsh, Sane, Seam, Pier, Bare, Owl, Bar, Oil, Eyes, Charge, Sown, Bought, Eyes, Proud, Cough, Oyster, Booze, Boor, Poor, Count, Howl, Prude, Poise, Tom, Ice, Bough, Coon, Boose, Tool, Pride, Sore, Sign, Boil, Buy, Bawl, Mule, Soil, Fool, House, Lease, High, Roy, Cue, Hour.

LESSON 3

THE T STROKE WITH LONG VOWELS

The stroke which the student has been writing across the line of writing is called the vowel stroke because it expresses simply a vowel or diphthongal sound.

If the same stroke is written in the same positions on the upper side of the line of writing, the consonant T is expressed in connection with the vowel or diphthong, and the two sounds form a syllable. Note the following:

Tee. Tay. Tah. Taw. Toe. Too. Tie. Toy. Tou.

Lesson 3 introduces the use of a system of expedients called prefixes and affixes. These consist of circles, semicircles (or hooks), and loops, which are prefixed or affixed to the beginning or end of strokes. These prefixes and affixes are used to express certain consonant sounds and syllables which occur too frequently to be expressed with individual strokes. The ones used in Lesson 3 are the S and SES hooks and the L circle. In practicing Lesson 3, care should be exercised to see that the hook or circle is joined to the right side of the stroke.

The pronunciation of the several lines of strokes in Lesson 3 are as follows:

1st line -- Tee, Tay, Tah, Taw, Toe, Too, Tie, Toy, Tou.

2nd line -- Teas, Tays, Tass, Toss, Toes, Twos, Tice, Toys, Tous.

3rd line -- Stee, Stay, Stah, Staw, Stow, Stew, Sty, Stoy, Stou.

4th line -- Stees, Stays, Stass, Staws, Stows, Stews, Stys, Stoys, Stous.

5th line -- Teases, Tayses, Tasses, Tawses, Tosses, Tooses, Tyses, Toyses. Touses.

6th line -- Teal, Tail, Tahl, Tall, Toll, Tool, Tile, Toil, Towel.

7th line -- Teals, Tails, Tahls, Talls, Tolls, Tools, Tiles, Toils. Towels.

8th line -- Teasel, Taysel, Tassel, Tossel, Tosel, Toosel. Tisel, Toisel, Towsel.

Write each line of strokes five times, and write the whole lesson through once, being careful to pronounce each stroke as it is written; after which, write the words of the writing exercise without referring to the shorthand equivalents above, if possible.

	1st EE	2nd AY	3rd AH	4th AW	5th O	6th OO	7th I	8th OI	9th OU
T--									
T--s									
sT--									
sT--s									
T--ses									
T--l									
T--ls									
T--sl									

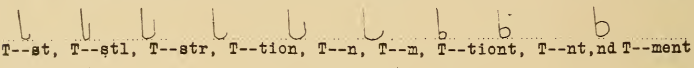
WRITING EXERCISE

Tea, Toe, Tie, To, Toy, Teas, Twos, Toss, Ties, Toes, Toys, Stay, Stew, Sty, Teases, Tosses, Stays, Stews, Stows, Stys, Tail, Tall, Tale, Tool, Toil, Tile, Towel, Tales, Tiles, Tools, Tails, Toils, Tousel, Tassel, Towels.

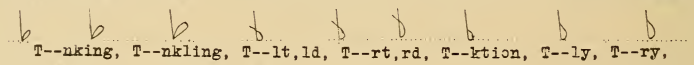
NOTE——The following chart of prefixes and affixes is intended for reference only. The student should frequently refer to it in the study of all lessons, as it contains all the prefixes and affixes of the system.

AFFIXES ON THE T STROKE

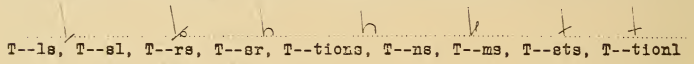
T--s, T--ses, T--sh, T--shd, T--th, T--thd, T--l, T--r, T--ler or T--rel



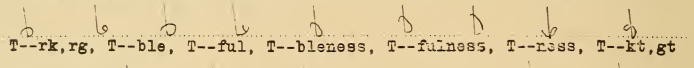
T--st, T--stl, T--str, T--tion, T--n, T--m, T--tiont, T--nt, nd T--ment



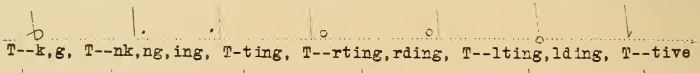
T--nking, T--nkling, T--lt, ld, T--rt, rd, T--ktion, T--ly, T--ry,



T--ls, T--sl, T--rs, T--sr, T--tions, T--ns, T--ms, T--sts, T--tionl



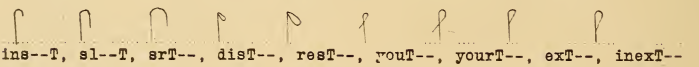
T--rk, rg, T--ble, T--ful, T--bleness, T--fulness, T--ness, T--kt, gt



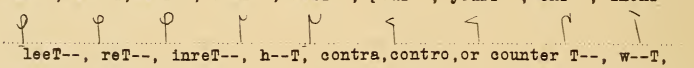
T--k, g, T--nk, ng, ing, T-ting, T--rting, rding, T--lting, lding, T--tive

PREFIXES ON THE T STROKE

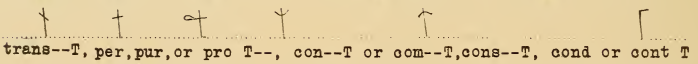
s--T, sh--T, th--T, st--T, str--T, InTah, imT--, int--T, ment--T,



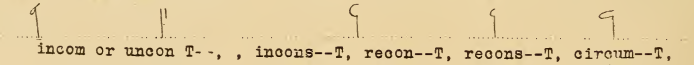
ins--T, sl--T, srT--, disT--, resT--, rouT--, yourT--, exT--, inexT--



leeT--, reT--, inreT--, h--T, contra, contro, or counter T--, w--T,



trans--T, per, pur, or pro T--, con--T or com--T, cons--T, cond or cont T



incom or uncon T--, , incons--T, recon--T, recons--T, circum--T,

LESSON 4

THE D STROKE WITH LONG VOWELS

In Lesson 3 the prefixes and affixes were all written on the right side of the stroke. If the same stroke (a straight stroke on the line of writing) has the prefixes and affixes joined to the left side, the consonant D is expressed in connection with the vowels and diphthongs in place of T, making the several lines of strokes in Lesson 4 read as follows:

1st line -- Dee, Day, Dah, Daw, Doe, Doo, Die, Doy, Dou.

2nd line -- Dees, Days, Dass, Doss, Dose, Daws, Dies, Doys, Dous.

3rd line -- Deases, Dayses, Dasses, Dosses, Doses, Dooses, Dices, Doyses, Douses.

4th line -- Deesh, Daysh, Dash, Dawsh, Dosh, Doosh, Dyesh, Doish, Doush.

5th line -- Desth, Dayth, Dahth, Dawth, Doth. Dooth, Dieth. Doith, Douth.

6th line -- Deal, Dale, Dahl, Doll, Dole, Duel, Dial, Doyle, Dowel.

7th line -- Dear, Dare, Dahr, Dawr, Dore, Dewr, Dier, Doir, Dower.

8th line -- (Dealer, Dayler, Dahler, Dawler, Doler, Dooler, Dyler, (Doyler, Dowler.

OR

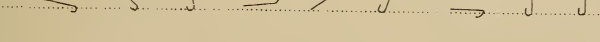
(Dearel, Dayrel, Dahrel, Dawrel, Dorel, Doorel, Dyrel, (Doyrel, Dowrel.

Lesson 4 and each subsequent lesson introduces some new prefixes and affixes; hence frequent reference should be made to the chart of prefixes and affixes on the preceding page, as explained therein. There are too many of these characters to allow of their being illustrated entirely in one lesson; and yet, it must be remembered that they are all joined to all strokes alike.

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
	EE	AY	AH	AW	O	OO	I	OI	OU

D--

D--s



	1st EE	2nd AY	3rd AH	4th AW	5th O	6th OO	7th I	8th OI	9th OU
D--ses									
D--sh									
D--th									
D--l									
D--r									
D--lr,rl									

WRITING EXERCISE

Day, Do, Die, Dough, Dew, Days, Dose, Dies, Doughs, Dues, Dazes, Doses, Dash, Dieth, Deal, Dole, Dial, Duel, Dale, Doyle, Dear, Door, Dare, Dire, Dealer.

LESSON 5

THE T STROKE WITH SHORT VOWELS

Lesson 5 introduces the short vowel sounds, which are expressed by the same vowel positions as those used in previous lessons to express the long vowels. As explained in Lesson 1, each vowel position expresses either a long or a short vowel, without any distinction between the two sounds. While the diphthongs have but one sound, they are given in Lesson 5 in order to complete the rotation of positions.

CHART OF SHORT VOWEL SOUNDS

1st position expresses IH, as in the word IT

2nd position expresses EH, as in the word ED

3rd position ..... expresses AH, as in the word AT

4th position ..... expresses AW, as in the word NOT

5th position ..... expresses UH, as in the word UP

6th position ..... expresses OOH, as the word PUT

The several lines in the exercise of Lesson 5 are pronounced as follows:

1st line -- Tihtion, Tehtion, Tahtion, Tawtion, Tuhtion, Toohtion, Tytion, Toytion, Toution.

2nd line -- Tin, Ten, Tan, Town, Ton, Tune, Tine, Toin, Town.

3rd line -- Tim, Tem, Tam, Tom, Tum, Tomb, Time, Toim, Towm.

4th line -- (Tihtiont, Tehtiont, Tahtiont, Tawtiont, Tuhtiont, Toohtiont (Tytiont, Toitiont, Towtiont.

OR

(Tihtiond, Tehtiond, Tahtiond, Tawtiond, Tuhtiond, Tooh-Tiond, Tytiond, Toitiond, Towtiond.

5th line -- (Tint, Tent, Tant, Taunt, Tunt, Toohnt, Tynt, Toint, Townt, (Tinned, Tend, Tanned, Tawned, Tund, Toohnd, Tynd, Toynd, Townd

6th line -- Tihment, Tehment, Tahment, Tawment, Tuhment, Toohment, Tyment, Toiment, Towment.

	1st IH	2nd EH	3rd AH	4th AW	5th UH	6th OOH	7th I	8th OI	9th OU
T--tion									
T--n									
T--m									
T--tiont									

T--nt,nd

T-ment

T--st,sd

T--stl

T--str

WRITING EXERCISE

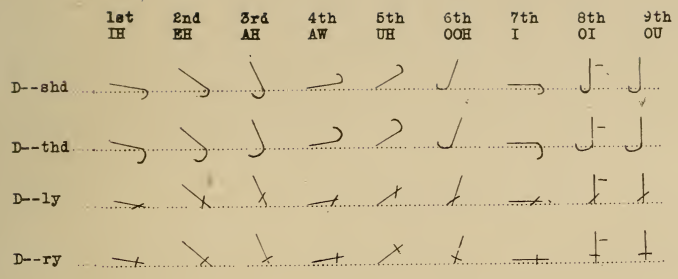
Tin, Ton, Tan, Town, Ten, Tim, Tom, Time, Tint, Tanned, Tend, Test, Tinned, Tossed, Tester, Taunt,

---

LESSON 6

THE D STROKE WITH SHORT VOWELS

	1st IH	2nd EH	3rd AH	4th AW	5th UH	6th OOH	7th I	8th OI	9th OU
D--ns									
D--ms									
D--rs									
D--sts									
D--shr									

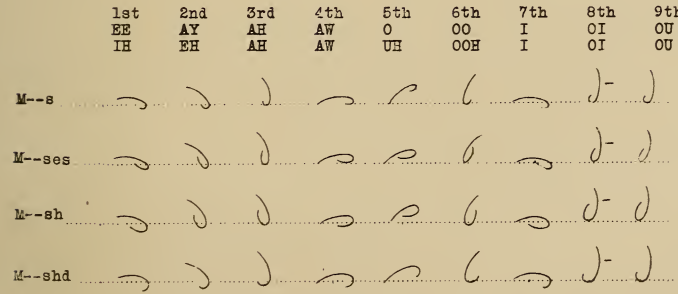


WRITING EXERCISE

Dyers, Dense, Dawns, Dance, Downs, Dunce, Dimes, Dims, Dams Dusts, Dashed, Dished, Deathed, Dilly, Dully, Dally, Diary.

LESSON 7

THE M STROKE WITH LONG AND SHORT VOWELS



	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
	EE	AY	AH	AW	O	OO	I	OI	OU
	IH	EH	AH	AW	UH	OOH	I	OI	OU

M--th

M--thd

M--st

sM--k,g

M--str

WRITING EXERCISE

Miss, Mass, Muss, Mess, Mose, Mace, Moose, Mouse, Mice, Misses Masses, Mosses, Messes, Musses, Mash, Mesh, Mush, Mashed, Moth, Method, Mist, Masses, Missed, Moise, Smoke, Smak, Muster, Mister, Master.

LESSON 8

THE N STROKE WITH LONG AND SHORT VOWELS

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
	EE	AY	AH	AW	O	OO	I	OI	OU
	IH	EH	AH	AW	UH	OOH	I	OI	OU

N--tion

N--n

N--m

	1st KE IH	2nd AY EH	3rd AH AH	4th AW AW	5th O UH	6th OO OOH	7th I I	8th OI OI	9th OU OU
N--tiont									
N--nt,nd									
N--ment									
N--lt,ld									
N--rt,rd									
sN--k,g									

WRITING EXERCISE

Nation, Notion, Nan, Nun, Known, Noun, Noon, None, Name, Numb, Kneeled, Nailed, Knelt, Neared, Snake, Sneak.

LESSON 9

MISCELLANEOUS STROKES

(see shorthand notes below)

Dont, Toiled, Teller, Duels, Teeth, Mists, Mary, Nellie, Dealt Moment, Tarry, Nests, Stick, Duck, Take, Times, Names, Masher, Snow, Tired, Taylor, Mired, Missle, Nozzle, Towns, Mines, Nouns, Told, Dick, Make, Tears, Mother, Mission, Stake, Melt, Tars, Toilers, Smiled, Smash -er, Nick, Steeled, Murray, Neck, Starred, Tally, Mike, Tille, Mowry Stuck, Mollie, Daunt, Masts, Knock, Deck.

LESSON 10

REVIEW

Toil	Dear	Numb	Stick	Mouse	Taylor
Dieth	Dash	Mother	Stys	Towels	None
Smasher	Murray	Dimes	Stews	Ton	Toes
Dully	Dire	Town	Known	Duck	Tosses
Tim	Tanned	Test	Nailed	Sneak	Smiled
Dial	Diary	Tin	Mollic	Tassel	Duels
Doses	Mosses	Ten	Dense	Daunt	Take
Tails	Mired	Method	Nellie	Nests	Tille
Toils	Tent	Notion	Dilly	Tears	Mines
Toys	Tom	Melt	Downs	Fun	Tie
Stows	Starred	Smack	Dough	Nailed	Make
Dealer	Tint	Told	Doyle	Mists	Towne
Tester	Melt	Dams	Dont	Lazes	Smoke
Dunce	Dues	Nozzle	Dealt	Missle	Sneeze
Muster	Dick	Dusts	Moth	Tend	Towel
Dashed	Dished	Mowry	Moose	Tousel	Tick
Knock	Smoke	Mines	Moist	Door	Stack
Tinned	Kneeled	Make	Misses	Neared	Stock

LESSON 11

CHANGE IN ROTATION OF THE VOWEL AND CONSONANT SOUNDS

In all of the lessons up to this point the consonant has been expressed as immediately preceding the vowel, as in the words TEA, TOE, etc.

There are words, however, in which the vowel sound precedes the consonant stroke, as in the words EAT, OAT, etc; and to express this class of words, a short straight tick is written independently at right angles to the beginning of the stroke. When the H tick is used as in the 6th line of the exercise, no additional tick is necessary to express the change in rotation of the vowel sound, as the vowel sound would naturally be pronounced immediately after the H and the consonant after the vowel.

The several lines of strokes with the long vowels are pronounced as follows:

1st line -- Eats, Ayts, Ats, Awts, Oats, Oots, Ites, Oits, Outs,

2nd line -- Eatl, Aytl, Atl, Awtl, Oatl, Ootl, Itel, Oitl, Outl.

3rd line -- Eatn, Aytn, Atn, Awtn, Oatn, Ootn, Itn, Oitn, Outn.

4th line -- Eatls, Aytls, Atls, Awtls, Oatls, Ootls, Itls, Oitls, Outls

5th line -- Eads, Aids, Adds, Odds, Odes, Oods, Ides, Oyds, Ouds.

6th line -- Heed, Hade, Had, Hod, Hoed, Hood, Hied, Hoid, Houd.

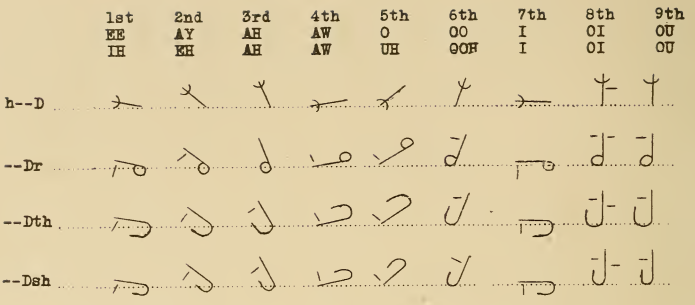
7th line -- Eadr, Aidr, Adder, Odder, Odr, Oodr, Idr, Oidr, Oudr.

8th line -- Edith, Aidth, Addth, Oddth, Odth, Oodth, Idth, Oidth, Oudth

9th line -- Eadish, Aidish, Addish, Oddish, Odish, Oodish, Idish, Oidish, Oudish.

Each line of strokes, of course, expresses, short vowels in addition to the above, such as IHTS, EHTS, ATS, etc. After having learned the strokes in connection with the long vowels, practice the lesson a second time, pronouncing the short vowels.

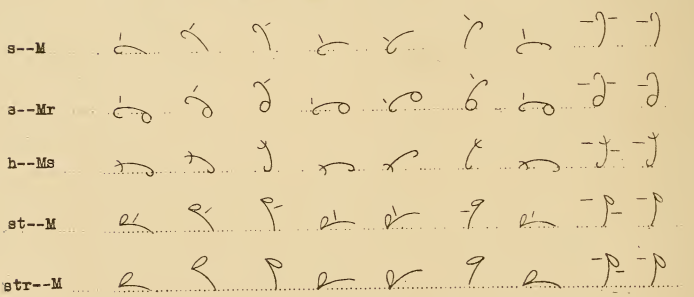
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
	EE	AY	AH	AW	O	OO	I	OI	OU
	IH	EH	AH	AW	UH	OOH	I	OI	OU
--Ts									
--Tl									
--Tn									
--Tls									
--Ds									



Eats, Oats, Outs, Its, Eater, Odds, Heed, Hood, Hid, Hide, Head, Adder, Eider, Udder, Edith, Oddish, Hit, Hat, Hades, Hides, Huts. Heighten, Hooter, Idol, Hot, Otter, Outer, Huts. Heights.

LESSON 12

CHANGE IN ROTATION OF THE VOWEL IN THE M AND N STROKES



	1st EE IH	2nd AY EH	3rd AH AH	4th AW AW	5th O UH	6th OO OOH	7th I I	8th OI OI	9th OU OU
st--N									
str--N									
s--Nr									
sh--N									

WRITING EXERCISE

Sim, Sum, Sam, Seam, Summer, Simmer, Hams, Homes, Hymns, Hems, Hums, Steam, Stem, Strum, Strewn, Stain, Stone, Stein, Stun, Strainer, Sinner, Sooner, Signer, Shin, Shun, Shown.

LESSON 13

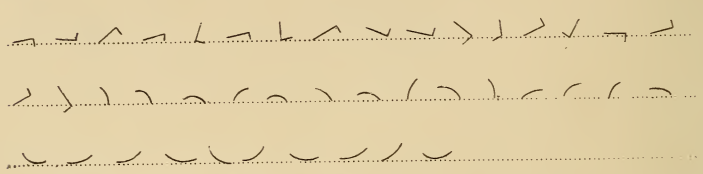
WRITING STROKES HALF-LENGTH TO EXPRESS T AND D

If a consonant stroke is written one-half its natural length, a T or a D is expressed immediately following the vowel sound. For example If the T stroke is written in the fifth vowel position, the word TOE is expressed; but if the same stroke in the same vowel position is written one-half as long, the words TOTE and TOAD are expressed. No distinction is made between the T and D thus expressed, because of the similarity of the sounds.

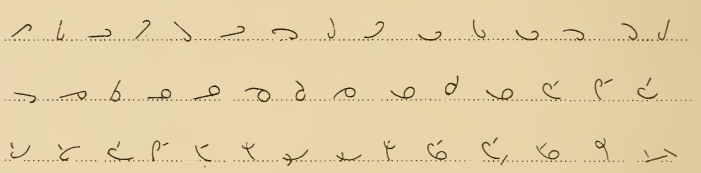
In the second exercise of Lesson 13 will be found a series of strokes written one-half length and ending with affixes. Those affixes are pronounced after the T or D expressed by the half-length. Again referring to the example used above: If the T stroke is written one half-length in the fifth vowel position, the words TOTE and TOAD are expressed; but if the stroke ends with the S hook, the words TOTES and TOADS are expressed; and if the stroke ends with the L circle instead of the S hook, the word TOTAL is expressed; etc.

(see shorthand notes below)

Tot, Tight, Tote, Taught, Toot, Tod, Tad, Toad, Ted, Teed, Dead, Dad, Dud, Dude, Died, Dot, Dote, Date, Mat, Mate, Meet, Mote, Might, Met, Meat, Moot, Made, Mad, Maud, Mud, Mood, Mid, Ned, Nod, Knot, Knit, Gnat Note, Neat, Not, Nut, Knight.



Totes, Toots, Tights, Duds, Dates, Dots, Meets, Mats, Notes, Nights Gnats, Knits, Mits, Mates, Dudes, Deeds, Totter, Tooter, Tighter, Daughter, Metre, Matter, Mutter, Neater, Nuter, Knitter, Send, Sand, Signed, Sunned, Summed, Sinned, Sand, End, Hand, Haunt, Hind, Hound, Sender, Sending, Enter, Slammed, Auditing.



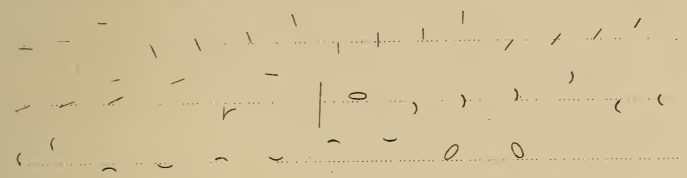
LESSON 14

WORD SIGNS AND PHRASE SIGNS

A word sign is a small sign that is used to express a word that would be awkward to write according to principle and which occurs frequently enough to admit of a departure from the rule; and the words so expressed are called sign words.

It is because of the systematic arrangement of principles that the authors are able to establish for Simplified Shorthand the Claim of fewer arbitrary word signs than any other system extant; and the very fact of so few arbitrary signs being used is one of the reasons why Simplified Shorthand is easily learned and so readily put into practical use.

We, And, Way, Has, When or Went, On, Where, or Were, Willing, Some, A, Well, As, Such, Is, His, Much, Was, One, Want, Before, To be, Been or Per, Them, With, With you, With a, With it, The, To the, In the, On the, In, Which, Same. Seem, In a, On a, Then, Than.

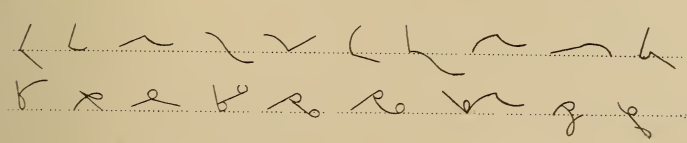


LESSON 15

JOINING THE T,D,M,AND N STROKES TO OTHER STROKES

In a word of several syllables, each syllable, as a rule, must be expressed by a separate consonant stroke. The word TAMANY, for example, contains the syllables TAH, MEH, NEE, which are expressed by the T, M, and N strokes respectively. To express such a word with separate strokes, written independently of each other on the line of writing, would change the syllables to independent words; and in order to express one continuous word, it is necessary to join the strokes to each other in their respective rotation, beginning each stroke where the previous one ends. When so joined, some of the strokes will of necessity be removed from the line of writing, but that fact in no manner affects their identity. This manner of joining is only true of the T, D, M, and N strokes, and the CH and TH strokes to be illustrated in a subsequent lesson.

Today, Tonight, Tony, Many, Meadow, Moody, Tamany, Money, Tommy, Tuesday, Tandem, Monday, Dirty, Tarter, Tortoise, Turner, Testimony, Moterman, Entertain,



LESSON 16

BUSINESS LETTERS

SPECIAL WORDS AND PHRASES USED IN LETTERS BELOW

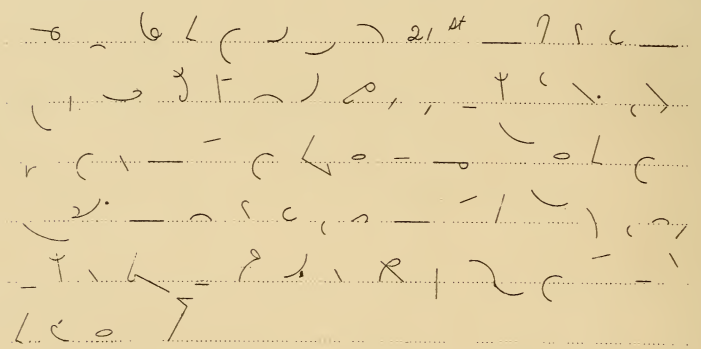
Dear Sir, That, Have, You, Sell, Very, Are, Of, Reasonably, Yours truly

If, What, But, Best, Your, Ever, Every, or Very. Decide,

Dear Sir:

In answer to your note of May 21st, I should state that I have some nice hams at my new store such as we had on the table the day before you went. I want you to take them, and I will sell them to you very reasonably. I might state that the ones I want to sell are the same as we had on Tuesday. We must know on Monday how many you want and where to send them.

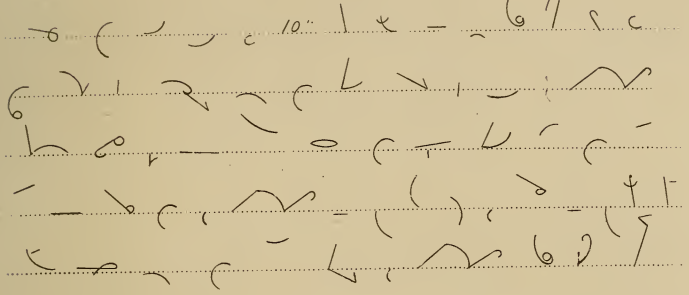
Yours truly



Dear Sir:

Your note of the 10th at hand, and in answer should state that you will make a mistake if you do not take some of the tomatoes at my store before I sell them. You ought to know what you want, but I tell

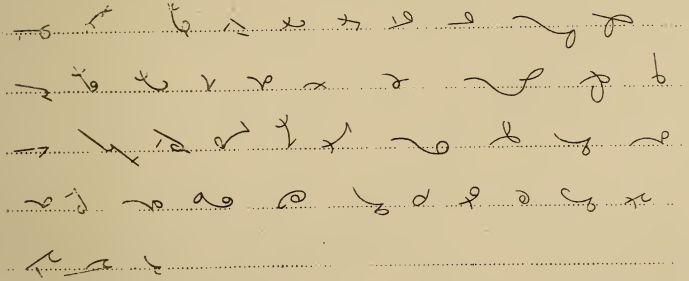
you the tomatoes I have now are the best we ever had at any time.
If you decide to take the tomatoes, answer soon.
Yours truly,



LESSON 17

MISCELLANEOUS STROKES

Idols, Homely, Handsome, Editing, Hints, Heeded, Oddest, Tightest, Minister, Teamster, Disk, Hetzel, Hence, Mattock, Medical, Mightily, Metalic, Minimum, Monmouth, Talc, Talk, Etc., Edison, Stomach, Hammock, Hunk, Mineral, Monster, Nickel, Michael. Midst, Editor, Mixed, Stencil, Smother, Next, Neutral, Hunter, Metzel, Snicker, Huddled, Uttered, Modeled, Nettled.



LESSON 18

REVIEW

N O T E——The words of the following list enclosed in parenthesis are sign words.

Edith	Mixed	Minimum	Moterman	Hound	(We)
Hymns	Dear Sir	(Which)	(Is)	(On)	Handsome
Gnats	Best	Heighten	Meadow	Talc	Nuter
Maud	(Willing)	Summer	Medical	(Where)	Middle
(Has)	Etc.,	Mineral	(Was)	Nickel	Slant
Many	Teamster	Stomach	Eider	Disk	Neutral,
Have	Outs	(Well)	Strewn	(Such)	(On the)
Hammock	Signer	Sell	Next	Edison	Entertain
Every	Modeled	But	Tighter	Sound	(Seem)
Michael	Metalic	(A)	(To the)	Nightly	Stone
Outer	(Before)	Monster	Tony	(In the)	Udder
Strewn	That	Auditing	(Same)	Monday	Hams
Daughter	Stein	(When)	Mixed	(And)	Midst
Dead	(Want)	Yours truly	Mattook	Metals	Smother
(Some)	Neuter	What	If	Seeded	(Has)
Tamany	Testimony	(As)	Slammed	End	Uttered

LESSON 19

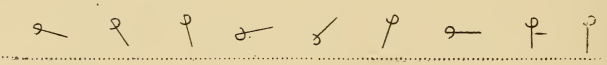
THE P AND B STROKES WITH LONG AND SHORT VOWELS

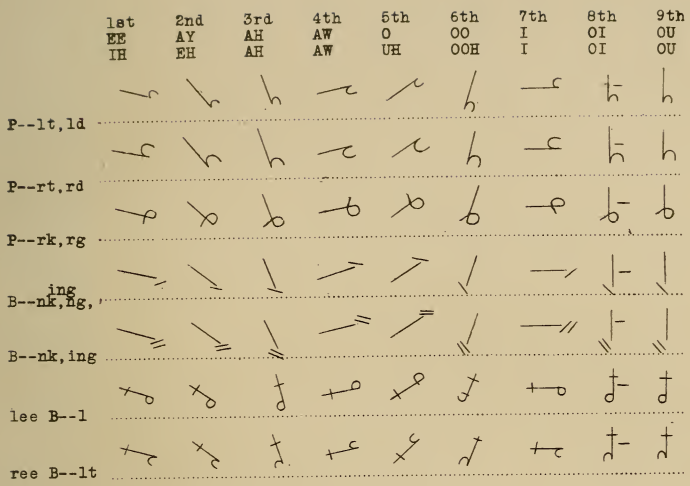
When a straight stroke like the T and D stroke is written in the vowel and diphthongal positions above the line of writing, the consonant P or B are expressed in connection with the vowels and diphthongs instead of T or D. The same distinction is made between P and B as between T and D; that is, the prefixes and affixes are written on the right side of the stroke to express P and on the left for B. The P and B stroke should always be written midway in the space between the line of writing and the line above.

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
	EE	AM	AH	AW	O	OO	I	OI	OU
	IH	EH	AH	AW	UH	OOH	I	OI	OU

P--k,g

sl--P





WRITING EXERCISE

Pick, Pole, Pack, Pike, Peck, Peak, Sleep, Slope, Slap, Slip, Pelt Poled, Paled, Pooled, Piled, Pulled, Pard, Peerd, Poured, Pared, Purred Pork, Park, Bank, Bung, Being, Bang, Buying, Bowing, Baying, La Belle, Rebuilt, Rebelled, Rebuild.

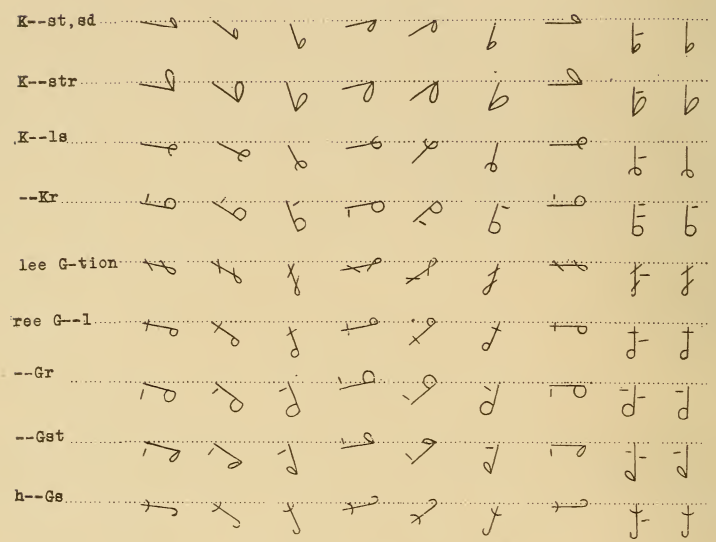
LESSON 20

THE KAY AND GAY STROKES WITH LONG AND SHORT VOWELS

When a straight stroke like the T and D stroke or the P and B stroke is written in the vowel and diphthongal positions beneath the line of writing, the consonants KAY and GAY are expressed in connection with the vowels and diphthongs. The affixes and prefixes are written on the right side of the stroke to express KAY and on the left for GAY. The KAY and GAY stroke should always touch the line of writing with the top of the stroke. The left side of the KAY and GAY stroke is

called the GAY side because it expresses only the hard sound of G, as in the word GAY.

1st	2nd	3rd	4th	5th	6th	7th	8th	9th
EE	AY	AH	AW	O	OO	I	OI	OU
IH	EH	AH	AW	UH	OOH	I	OI	OU



WRITING EXERCISE

Kissed, Cost, Cast, Coast, Cased, Cussed, Caster, Coaster, Culls, Keels, Cools, Coils, Calls, Acre, Legation, Regale, Auger, Eager, August, Hags, Hugs, Hogs.

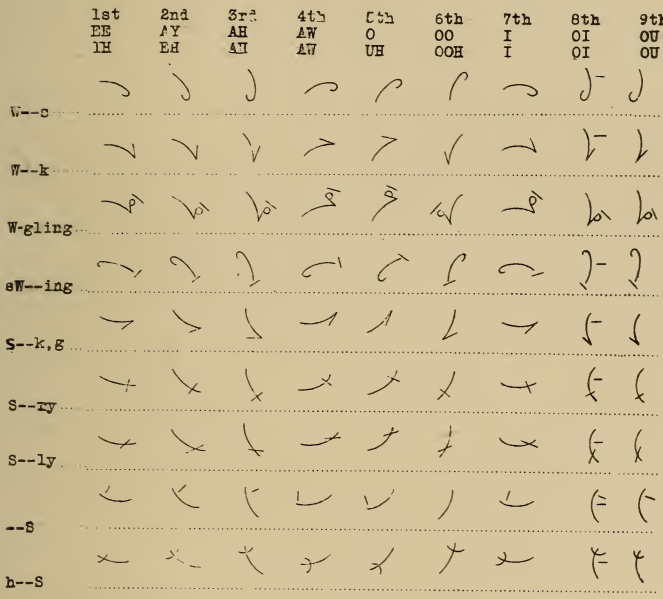
LESSON 21

THE W AND S STROKES WITH SHORT AND LONG VOWELS

If a curved stroke like the M stroke is written above the line of writing, the consonant W is expressed in connection with the vowels and diphthongs.

A curved stroke like the N stroke above the line of of writing expresses the consonant S.

The W and S strokes should be written midway in the space above the line of writing.



WRITING EXERCISE

Woos, Wise, Wake, Walk, Weak, Wiggling, Waggling, Swing, Swung, Swinging, Sick, Soak, Sake, Seek, Sack, Sag, Sock, Sorry, Soury, Silly, Sully, Sally, Ease. Ice, Ace, Eyes, Us, Hiss, Haws, Hose, Whose, Haze, House.

LESSON 22

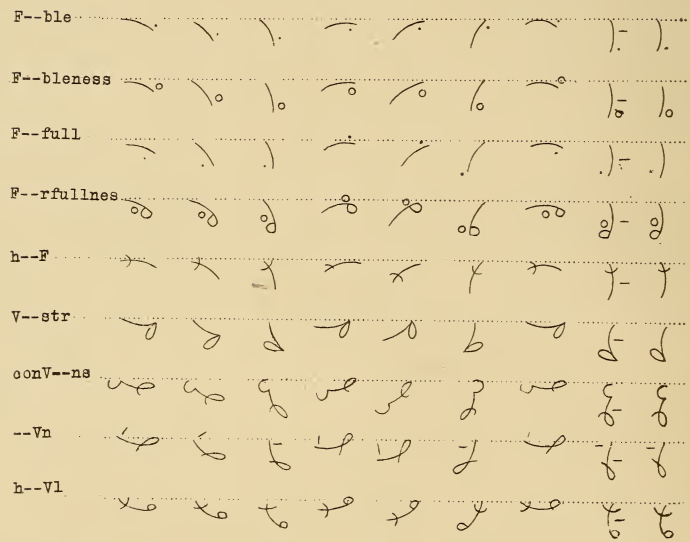
THE F AND V STROKES WITH LONG AND SHORT VOWELS

A curved stroke like the M strcke or the W stroke, written beneath the line of writing expresses the consonant F.

A curved stroke like the N stroke or the S stroke, written beneath the line of writing expresses the consonant V.

The F and V strokes should touch the line of writing with the top of the strokes.

1st	2nd	3rd	4th	5th	6th	7th	8th	9th
EE	AY	AH	AW	O	OO	I	OI	OU
IH	EH	AH	AW	UH	OOH	I	OI	OU



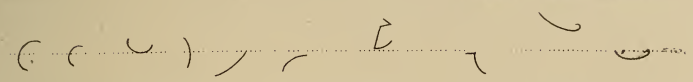
Feeble, Foible, Fable, Feebleness, Fearfull, Fearfullness, Half, Hoof, Visitor, Convince, Even, Oven, Hovel, Evil, Confine, Convene, Office, Ivory, Heifer, Fish, Fash, Fuss, Fashion.

LESSON 23

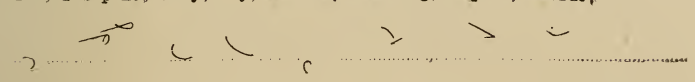
BUSINESS LETTERS

SPECIAL WORDS AND PHRASES USED IN LETTERS BELOW

Your, You, This, Our, Over. For, You do not, We have, Sales, Advise



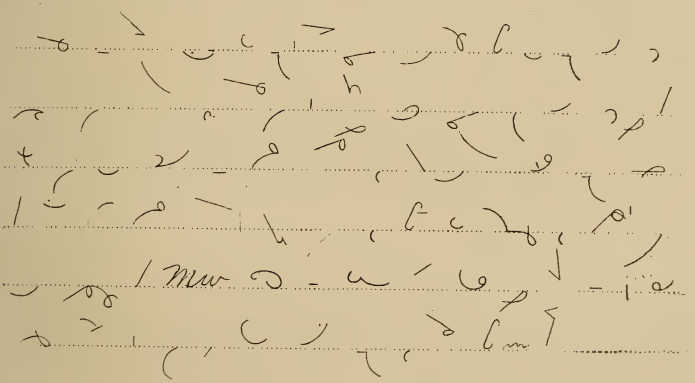
Yet, Postpone, They, Any, As the, Waiting, Beg to, Decide,



Dear Sir:

We beg to advise that we have a big stock of mens suits which we have not yet offered for sale, as the bills for a part of the stock have not yet come to hand; for which reason we must postpone the day of sale until we have time to decide what must be asked for the suits. That may mean the turning over of customers to M.W.Smith & Co., but they will come back; and some will not mind waiting a few days, as they know we have the best suits.

Yours truly,



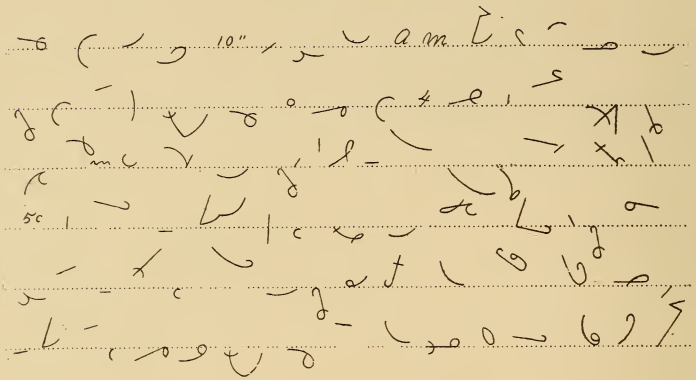
Dear Sir:

Your note of the 10th was received this A.M. You do not state what kind of cigars you want. Our Havanah Fillers will cost you $4.00 a box, f.o.b. cars Ft. Wayne. That make of cigars is well known and sell very fast, being retailed at 5¢ a piece.

We do not know how the revision of import duties on cigars will be received, but we hope the sales of cigars will not reduce any, especially at this time, as we do not want the cost of our Havanah Fillers to be any higher than it is.

Answer soon.

Yours truly,



LESSON 24

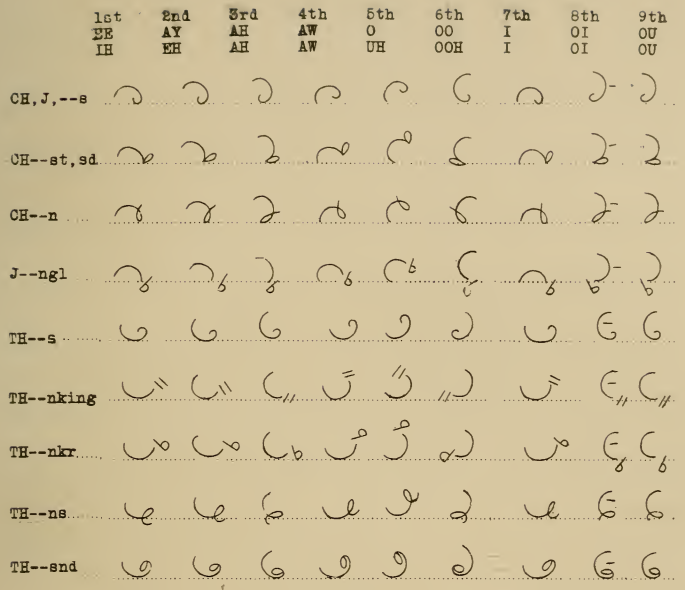
THE CH AND TH STROKES WITH LONG AND SHORT VOWELS

A stroke, on the line of writing, curved in the direction of the M stroke, and made semicircular in shape, expresses the double consonant CH.

A stroke on the line of writing, curved in the direction of the N stroke, and made semicurcular in shape, expresses the double consonant TH.

The CH stroke expresses the consonant J and the soft sound of the consonant G, in addition to CH, as in the words JUST. EDGE, GIN, etc. The hard sound of the consonant G is expressed by the GAY stroke, as explained in the comments on Lesson 20.

The CH and TH strokes, when used to express final syllables, are joined to the end of a previous stroke, as explained in the comments on Lesson 14.



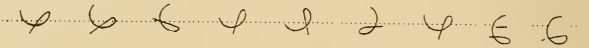
WRITING EXERCISE

Cheese, Chaws, Chase, Choose, Chose, Choice, Chess, Jars, Jews, Gist, Just, Chest, Joist, Chased, Jest, Gin, June, Chain, Gin, Join, John, Jingle, Jungle, Jangle, This, Thus, These, Those, Thaws, Thinking, Thanking, Thinker, Thanker, Thins, Thence, Thumbs.

LESSON 25

THE Y AND SH STROKES

The Y and SH strokes are written across the line of writing, and they correspond in shape with the CH and TH strokes.

	1st EE IH	2nd AY EH	3rd AH AH	4th AW AW	5th O UH	6th OO OOH	7th I I	8th OI OI	9th OU OU
Y--									
Y--s									
Y--st,sd									
Y--n									
Y--nt,nd									
SH--									
SH-n									
SH--tion									

WRITING EXERCISE

Yes, Yaw, You, Yes, Use, Yost, Use, Yam, Yawned, She, Shay, Shaw, Show, Shoe, Shays, Shows, Shaws, Shoes, Shies, Sham, Shushan.

LESSON 26

THE L AND R STROKES

A curved stroke written across the line of writing and curved like the M stroke, expresses R, and is called the R stroke.

A curved stroke written across the line of writing and curved like the N stroke, expresses L and is called the L stroke.

The L and R strokes should cut the line of writing at the center of the stroke.

	1st EE IH	2nd AY EH	3rd AH AH	4th AW AW	5th O UH	6th OO OOH	7th I I	8th OI OI	9th OU OU
L--s									
L--st,sd									
L--k,g									
L--m									
L--ns									
R--s									
R--k,g									
R--st,sd									
R--nt,nd									

WRITING EXERCISE

Lease, Laws, Lace, Loose, Lass, Lies, Lose, Less, Louse, List, Lust, Lost, Loosed, Leak, Lock, Lake, Look, League, Like, Leg, Lug, Lag, Luck, Limb, Loom, Lamb, Lime, Lean, Line, Lane, Rise, Rose, Ross, Ruse, Rouse, Rig, Rock, Rag, Rest, Roused, Wrist, Rent, Rained.

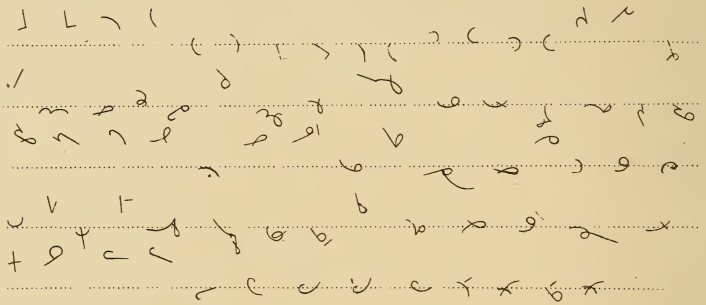
LESSON 27

WRITING STROKES HALF-LENGTH TO ESPRESS T AND D

Any consonant stroke, when written one-half its natural length, expresses T or D immediately following the vowel in the same manner as illustrated in Lesson 13 in connection with the T.D,M,and N strokes.

EXERCISE

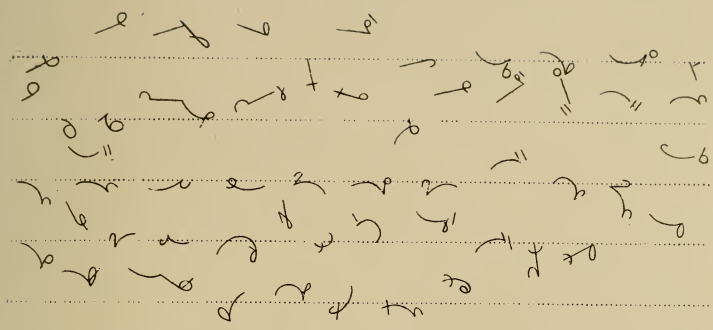
Bat, Pat, Wet, Sat, Lad, Rat, Cat, Get, Fad, Vat, Jade, That, Yet, Shad. Battered, Puddled, Catolog, Beautiful, Confide, Gotten, Chattles, Scuttle, Better, Confidence, Written, Pitman, Lighter, Lightly, Vatican, Fittest, Exact, Executor, Expedition, Exhibit, Sweat, Sudden, Fitful, Obtain, Bottling, Little, Pedestal, Catolene, Kitten, Water, Should, Shudder, Yachts, Thought, Paddock, Hacked, Apt, Lupton, Lipton, Veteran, Catering, Pattent, Radical, Rotten, Shuddering, Fatality, Lottery, Battery, Bitler, Spite, Speed, Scott, Sled, Salt, Sold, Slide, Art, Heard, Actor, Hurt.



LESSON 28

MISCELLANEOUS STROKES

Cork, Burg, Boston, Pistol, Carry, Pickling, Cause, Liquor, Restfulness, Likeness, Act, Butler. Federal, Colateral, Combination, Compunction, Repeal, Fork, Balk, Buckling, Banking, Winking, Wild, Felt, Sinking, Feared, Vault, Sleeve, Skiff, Fickle, Scoff, Walking, Yeast, Scaffold, Sinker, Fakir, Peasant, Scored, Skilled, Romantic, Panic, Hushed, Edge, Sickening, Rocking, Haggard, Huckster, Sister, Western, Eastern, Rooster, Chicken, Loosely, Refilled, Whistle.



LESSON 29

REVIEW

Smiled	Yost	Scored	Regale	Lime	Part
Tamany	Chose	Dished	Swing	Yacht	Acre
Being	Lost	Entertain	Visitor	Radical	Sake
Auger	Rouse	Rebuild	Yea	Scaffold	Evil
Swinging	Pedestal	Cost	Just	Spite	Yawned
Feebleness	Sleeve	Wise	Look	Vault	June
Shushan	Method	Eyes	Executor	Nellie	Lest
Thanking	(In the)	Fearfullness	Catalog	(Before	Patent
Lesgue	Monday	Yes	Romantic	Sleep	Bottling
Confidence	Slope	Those	Beautiful	Bank	Little
Sickening	Legation	Like	Moist	Coils	Western
Dense	Ice	Expedition	Uttered	Weak	Panic
(Was)	Confine	Pitman	La Belle	Office	Mother
Desk	You	Compunction	Kills	Shoe	Mixed
Park	Choice	Chicken	Seek	Thence	Slap
August	Limb	Stock	Even	Rust	Eager
Wiggling	Rear	(As)	She	Obtain	Fatality
Convince	Scuttle	Poured	Choose	Medical	Convene

LESSON 30

MISCELLANEOUS PREFIXES AND AFFIXES

As explained in a previous lesson, frequent reference should be made to the chart of prefixes and affixes in the first part of the book in order to understand any new characters that may be introduce in the lesson at hand. This is particularly true of Lesson 30, as it introduces nearly all of the prefixes and affixes that have not been learned up to this point.

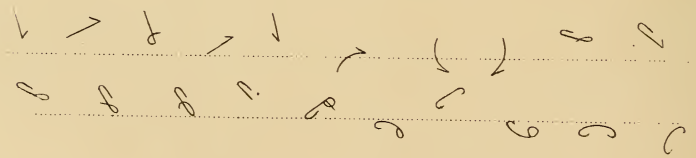
Special comment is necessary in regard to the prefix W illustrated in the word WIFe, the last word of the lesson. It will be noted that the short straight tick joined at right angles to the stroke in Lessons 3 and 4 to distinguish T from D has been omitted in all subsequent lessons, as a special character because necessary in actual work to make that distinction, because there is always some hook, circle, or loop joined to every stroke which would answer the same purpose. The same character, therefore (a short straight tick joined at right angles to the stroke) is used as a W prefix and affix.

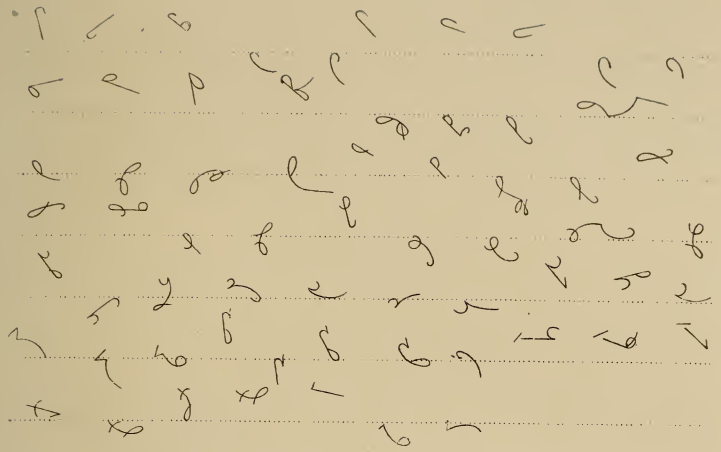
While the principal use of the W prefix and affix is to express the word We in such phrases as WE MAY, MAY WE, etc., it is occasionally used to express W in such words as WIFE, WEEP, WIFE, ONWARD, etc.

E X E R C I S E

(see shorthand notes following)

Packed or Packet, Bucket, Barked, Ducked, Bagged, Rocked, Lacked, Looked, Suspicion, Suspect, Suspend, Sustain, Sustenance, Susceptible, Cistern, Sufficient, Suppose, Severe, Suffice, Suffuse, Sap, Soap, Scepter, Save, Salve, Shape, Shipped, Shop, Shave, Shaft, Stop, Steep, Strap, Independent, Indifferent, Indicates, Index, Indemnity, Indelible, Endurance. Endorsement, Mentality, Embed, Imitate, Investigation, Incase, Emboss. Impossible, Inspire, Insect, Insurance, Surpass, Surface, Service, Ceremonious, Sirloin, Dissipation, Discuss, Dissolution, Dismiss, Design, Desert, Receive, Respect, Respond, Resign. You may, You have, Your letter, Expand, Exact, Extend, Excellent, "X Rays", Unexpired, Inexperienced, Unexpected, Contradict, Controvene, Countermand, Countersign, Weep, Waiver, Wife.





LESSON 31

VARIOUS WAYS OF JOINING AND DISJOINING STROKES

When a P, B, W, or S stroke is used to express a second or third syllable of a word or phrase, it is disjoined from the previous stroke and written slightly above the end of it, as in the word MAYPOLE, the twenty-third word in the shorthand notes of this lesson.

When a KAY, GAY, F, or V stroke is used to express a second or third syllable of a word or phrase, it is disjoined from the previous stroke and written slightly beneath the end of it, as in the word CARGO, the forty-seventh word of the shorthand notes.

When an L, R, or Vowel stroke is used to express a second or third syllable of a word or phrase, it is disjoined from the previous stroke and written across it, as in the word SHADRACK, and the expression F.O.B., the fourth and forty-fifth words respectively of the shorthand notes.

When a P or B stroke is joined vertically to a previous stroke, it expresses simply the consonants P or B, without a vowel, as in the word LUMP, the thirteenth word in the shorthand notes. The P and B stroke is the only straight stroke joined vertically.

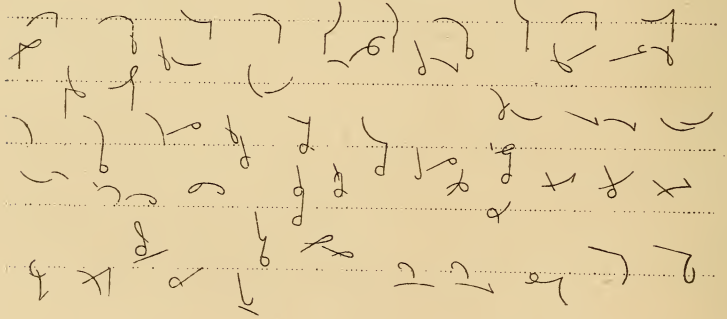
When an F or V stroke is joined vertically to a previous stroke, it expresses simply the consonants F or V without a vowel, as in the word KNAVE, the fourth word from the end of the shorthand notes. The F and V stroke is the only curved stroke joined vertically.

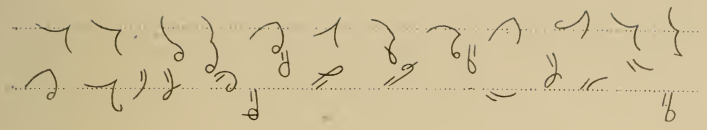
Great care should be exercised in practicing Lesson 31 to see that each second or third stroke is written in its proper position relative to the previous stroke, because the identity of a second or third stroke is established by its position above, below, or across a previous stroke in the same manner that the identity of the same stroke is established by its position above, below, or across the line of writing when written individually.

When considering the vertical strokes P or B and F or V, the student is naturally dubious as to his ability to distinguish between those strokes and strokes expressing OI and OU. As a matter of fact, strokes expressing OI and OU should not be written in conjunction with other strokes. It is a fortunate fact that very few words require the joining of strokes in the positions of the diphthongs OI and OU; and the syllables of such words may be written as independent word

EXERCISE

Robbed, Ripen, Leaped, Reaped, Looped, Wrapped, Ripple, Nap, Mopped, Knob, Pump, Lamp, Lump, Pansy, Lasso, Whitworth, Bailiwick, Fancy, Sambo, Baldwin, Mable, Maple, Maypole, Tanbark, Pittsburg, Neighbor, Gaspole, Ogdensburg, Pickwick, Seesaw, Seaweed, Edgewise, Endwise, Casper, Barber, Battensburg, Waterloo, Carload, Padlock, Barlow, Bedrock, Shadrack, F.O.B., Embargo, Cargo, Cascade, Pumpkin, Certify, Certificate, Survive, Beef, Peevish, Live, Live, Laughter, Raffle, Ruffle, Love, Raven, Rival, Rough, Snuff, Knave, Navigate, Muffle, Novice, Perlieu, Purloin, Purchase, Per Gallon, Per Barrel, Per ton, Per dozen, Per pound, Provide, Pronounce, Promote, Proceed, Procure.





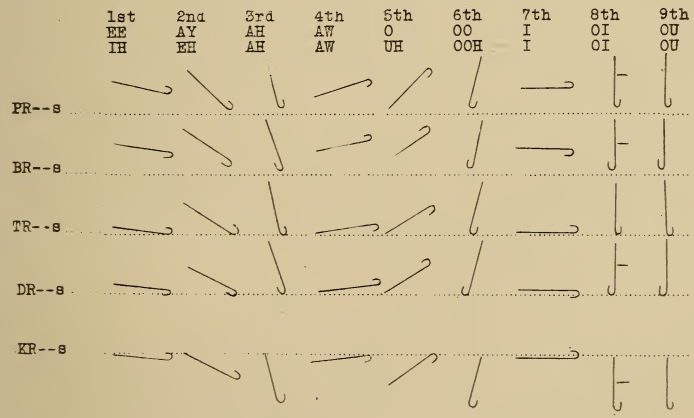
LESSON 32

EXPRESSING R AND L BY LENGTHENING STROKES

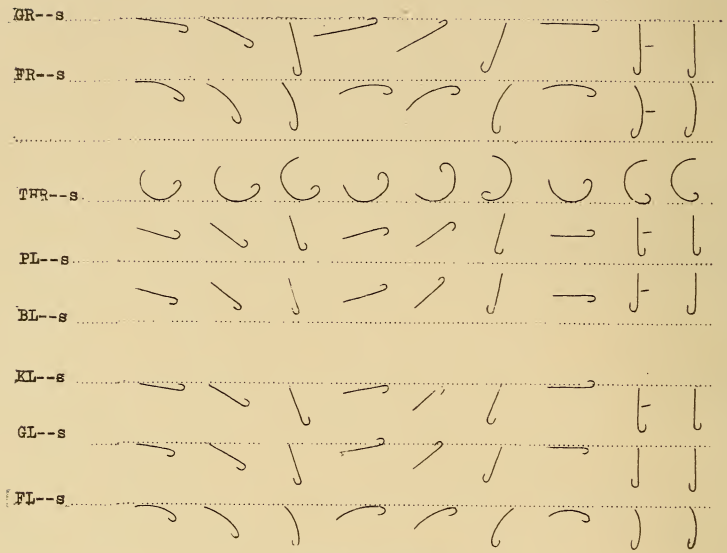
When a stroke is written one-third longer than its natural length it expresses L after the consonant stroke and before the vowel, as in the word GLASS.

When a stroke is written two-thirds longer than its natural length it expresses R after the consonant stroke and before the vowel, as in the GRASS.

The strokes illustrated in this lesson are the only strokes expressing L and R before the vowel.



1st	2nd	3rd	4th	5th	6th	7rh	8rh	9th
EE	AY	AH	AW	O	OO	I	OI	OU
IH	EH	AH	AW	UH	OOH	I	OI	OU



WRITING EXERCISE

Trees, Blows, Cross, Glass, Ploughs, Crews, Prose, Brass, Flies, Freeze, Frose, Price. Plus, Bless, Plies, Blouse, Grouse, Dress, Dross Cries, Bless, Praise, Dries, Press, Truce, Plays, Thrice.

LESSON 33

MISCELLANEOUS R AND L LENGTHS

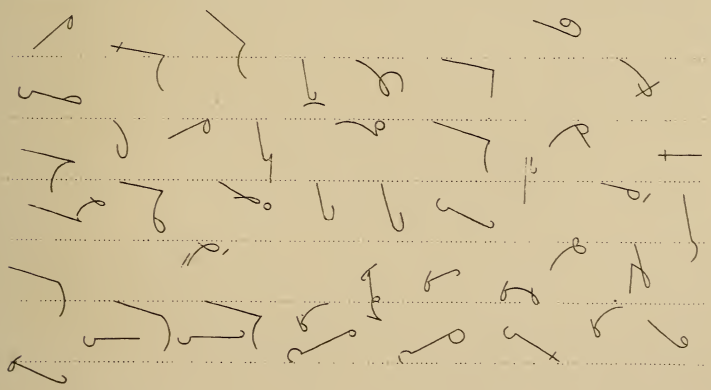
The exercise of this lesson comprises words expressed by strokes lengthened to express L or R before the vowel. It will be noted that the lengthening principal applies to strokes used to express second and third syllables of words,as in the word PRECLUDE,the fifty-fourth word of the exercise.

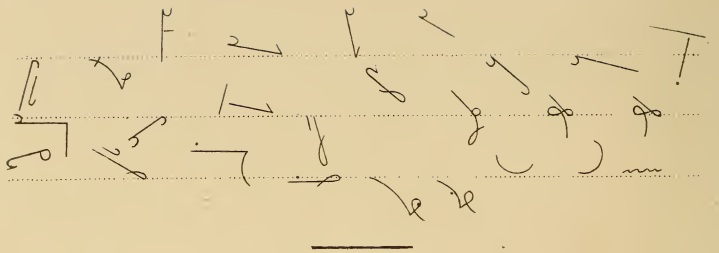
There are several words in Lesson 33 beginning with the syllable TRANS. Because of the many words beginning with the syllable TRANS and the frequent use of some of them, a prefix is used to express that syllable. While some of the words apparantly do not come under the principal involved in this lesson, they are given because the words in question are of frequent occurence and the student would naturally attempt to express them by beginning with the lengthened T stroke, unless he had previously formed the habit of using the prefix.

The last few words of the lesson illustrate the use of the prefix PRO, PER, or PUR. This principal is shortened to express T or D as in the syllables PERT, PURT, or PROT. The previous remarks regarding the syllable TRANS apply to the prefix PER.

E X E R C I S E

Trust, Retrieve, Brave, Classify, French, Grip, Pleasure, Freshly, Comprehend, Flash, Closed, Clasp, Flicker, Grave, Florida, Presume, Cleveland, Cleanliness, Clash, Crash, Prosper, Glinting, Reply, Presumption, Performing, Compress, Florist, Cramp, Draft, Brief, Grief, Grieve, Transfer, Trarsatlantic, Transpose, Transmission, Transferring, Transgress, Jomply, Compress, Control, Controller, Contrary, Pleasant. Scrupulous, Reflection, Destroy, District, Distract, Display, Disgrace, Disagree, Preclude, Describe, Disclose, Duplicate, Program, Explain, Telephone, Telegram, Telegraph, Explore, Prospration, Deprive, Decline, Fragrant, Flagrant.





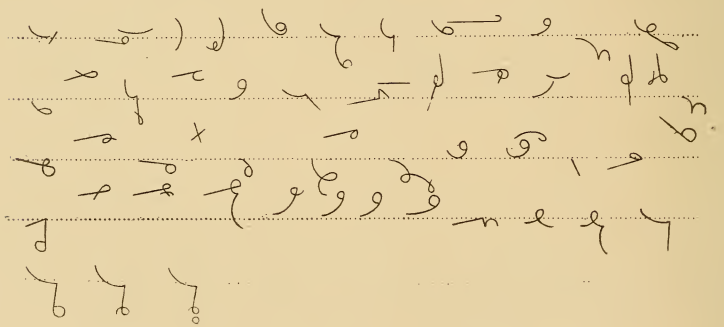
LESSON 34

OMITING TICK EXPRESSING CHANGE IN ROTATION OF VOWEL

The little straight tick that has been used to express the change in rotation of the vowel sound can be safely omitted in frequently recurring words without affecting the legibility of the notes.

E X E R C I S E

Ending. Equalize, Our, Ourselves. Answer, Endeavor, Anticipate, Enterprise. Until, Effort, Entertainment, Evident, Open, Anticipation, Operate, Under, Indebted, Occupy, Absolute, Operation, Undecided, Absorb, Application, Afterward, Eagerly, Opposition, Eager, Aptly, After Average, Opposite, Affirmation, Other, Otherwise, Act, August, April, October Obtain, Obligation, Observe, Unless, Only, Owner, Honor, Awkward. Alternate. Alternative. Help, Helper, Helpless, Helplessness.



LESSON 35

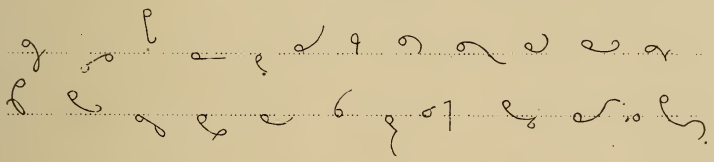
THE AL AND AR PREFIXES

The L circle, when used as a prefix, expresses the initial syllables ILL, AL, UL, etc., and the word WILL in such phrases as WILL NOT. A few exceptions may be noted in such words as ALOUD, ALREADY. etc.

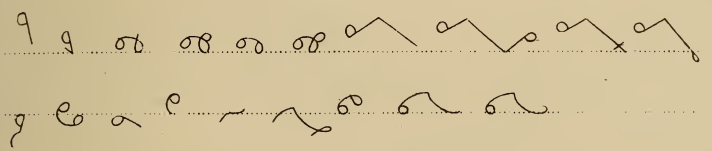
The R circle, when used as a prefix, expresses the initial syllables AR, ER, OR, etc., and the words ARE, OR, and OUR in such phrases as ARE NOT, OR NOT, and OUR NOTE.

E X E R C I S E

Alarm, Alcohol, Elapse, Alike, Elevate, Alone, Aloud, Allege, Eliminate, Although, Alliance, Already, Allowance, Ilness, Elegant, Elevation, Alive, Almost, Elective, Hilltop, Illegal, Illogical, Illegible.



Arab, Eradicate, Origin, Original, Originate, Originator, Arbitrate, Arbitrator, Arbitrary, Arbitration, Argument, Erasure, Irigate, Around, Ordain, Ordination, Urgent, Harmony, Harmonious,



N O T E—It is very important that the shorthand student be constantly striving after habits of accuracy. Notwithstanding the fact that in shorthand writing the least discrepancy in the formation of a stroke means a change of an entire word or syllable, many students seem to cling to the idea that speed in writing can only be acquired at the sacrifice of accuracy and consequent legibility. What person does

not recall the many hours of pains-taking effort were spent in endeavoring to acquire a beautiful accurate style of longhand writing; and it is much more important that the same neatness and accuracy be the goal of every shorthand student.

LESSON 36

R E V I E W

Bucket	Rocked	Surpass,	Impossible	Emboss
Reaped	Barlow	Whitworth	Certificate	Indicates
Cross	Telephone	Telegraph	Program	Maple
Reply	Opposite	Application	Average	Reflection
Equalize	Origin	Already	Alike	October
Alarm	Independent	Endorsement	Respond	Harmony
Bagged	Certify	Padlock	Barber	Resign
Pittsburg	Pleasant	Transpose	Transmission	Live
Cleveland	Awkward	Eager	Under	District
Anticipate	Argument	Illegal	Ordain	Opposition
Elapse	Investigation	Expand	Unexpected	Harmonious
Sustain	Love	Embargo	Ruffle	Surface
Baldwin	Telegram	Decline	Explain	Survive
Presumption	Affirmation	Absolute	Unless	Destroy
Enterprise	Although	Almost	Elective	Alternate
Elevate	Receive	Extend	Discuss	Illness
Suppose	Carload	Cargo	Rough	Alliance
Tanbark	Disgree	Compress	Fragrant	Severe
Transfer	Undecided	April	August	Endwise
Occupy	Original	Arbitrate	Urgent	Control

LESSON 37

LENGTHENING STROKES TO EXPRESS R AND L AFTER THE VOWEL

All consonant strokes, except those noted in Lesson 32, may, if convenient, express R and L after the vowel by writing the strokes respectively two-thirds and one-third longer than their natural length.

Practice thoroughly the following page; after which, and not till then, write the following words:

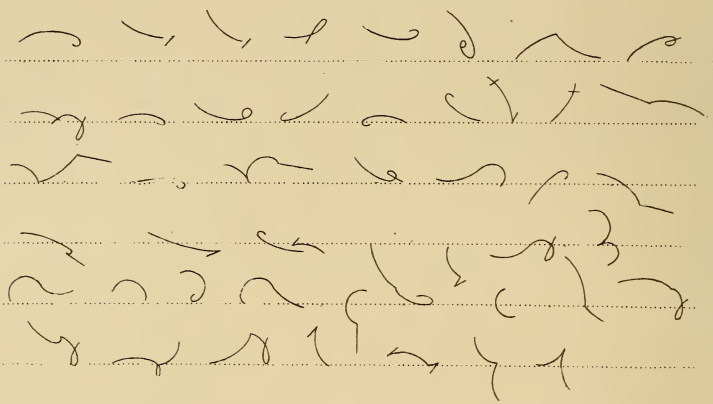
War, Wore, Wire, Wall, Wool, While, Seer, Sawyer, Sore, Sewer, Sire, Sour, Seal, Sell, Saul, Soul, Soil, Mar, More, Moor, Mire, Meal, Male, Mawl, Mole, Mule, Mile, Near, Nor, Newer, Nigher, Kneel, Nell, Knoll, Newel, Nile, Rear, Rare, Roar, Real, Rail, Roll, Rule, Royal, Liar, Lawyer, Loll, Loyal, Veer, Chair, Year, Your.

W--r
W--l
S--r
S--l
M--r
M--l
N--r
N--l
R--r
R--l
L--r
L--l
V--r
V--l
CH--r
Y--r

LESSON 38

MISCELLANEOUS R AND L LENGTHS

Wire, Ceiling, Selling, Solemn, Serious, Marshall, Mourner, Morrison, Million, Miles, Nearer, Snore, Smile, Snail, Remark, Renewal, Premier, Minority, Meyers, Majority, Nelson, Knowledge, Roars, Rarety, Real Estate, Lyric, Soliquy, Varnish, Value, Volumn, Charge, Journey, Cheer, Chairs, Journal, Europe, Shall, Mariner, Wireman, Salesman, Milestone, Norman, Canal, Camelia, Naval, Novel.



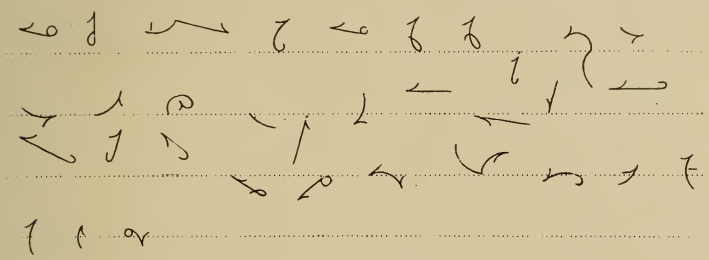
LESSON 39

THE UNACCENTED VOWEL TICK

Many words begin or end with an unaccented vowel syllable that could not be accurately expressed by any particular vowel position. To indicate such syllables, a short curved tick is joined at an acute angle to the beginning or end of the stroke as the case may be, as in the words APPEAR, AUSTRIA, ETC. The use of the unaccented vowel tick is extended to a few other syllables, such as the final Y in the word CITY

EXERCISE

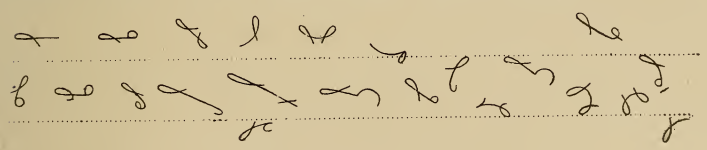
Appear, Abound, Austria, Amuse, Appeal, Annoint, Announce, Accuse, Achieve, City, Leah, Noah, Joshua, Avail, Accrue, Louie, Apply, Agree Dewey, Apprise, Oppress, Abuse, Abase, Occasion, Occur, Corea, Naomi. Arise. Allude, Alloy, Allow, Aloud, Already.



LESSON 40

THE INITIAL SYLLABLES EM, AM, ETC.

Imply, Umpire, Emblem, Ensue, Ensign, Instant, Infuse, Engage, Unpleasant, Unfailing, Impure, Inspire, Embezzle, Embrace, Enfold, Umbrella, Impeach, Impel, Immense, Imagine, Engine, Enough.



LESSON 41

THE FINAL SYLLABLE TIVE AND ITS MODIFICATIONS

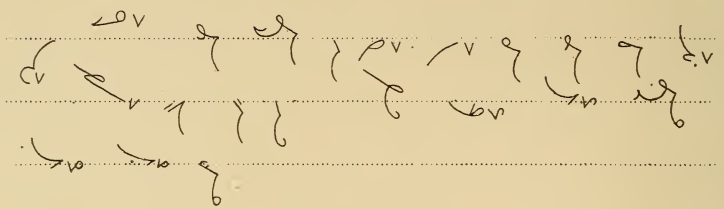
The final syllable TIVE is expressed at the end of strokes by a V-shaped character, which is disjoined from the stroke.

The final syllable TIVENESS is expressed by joining the S hook on the outside of the right-hand stem of the TIVE character

The final syllable TIVELY is expressed by joining the L Circle on the outside of the right-hand stem of the TIVE character.

E X E R C I S E

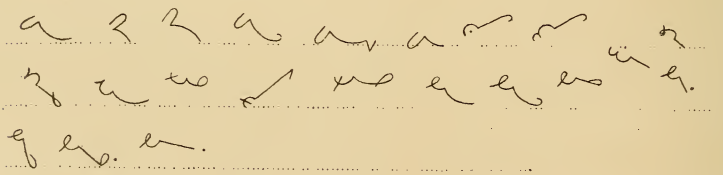
Fugitive, Abortive, Incentive, Authoritative, Active, Formative, Furtive, Elective, Collective, Indicative, Laxative, Penetrative, Productive, Protective, Activeness, Plaintiveness, Vindictiveness, Negativeness, Authoritatively, Negatively, Electively.



LESSON 42

THE SYLLABLES COM, CON, AND THEIR MODIFICATIONS

Contain, Contempt, Condemn, Condense, Continue, Contained, Decompose, Discompose, Disconnect, Accommodate, Accommodation, Accompany, Reconsider, Reconstruct, Reconsign, Uncommon, Uncommonness, Incompetant, Imcompatible, Inconstant, Incontestable. Incomplete.



LESSON 43

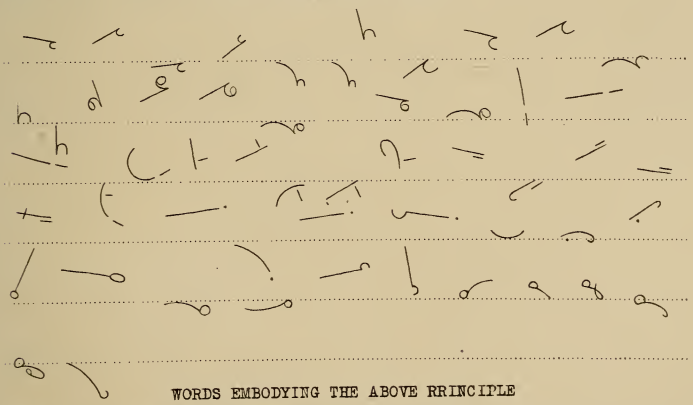
MISCELLANEOUS T AND D PRINCIPLES

The exercise of this lesson contains words expressing T and D in various ways. In order to thoroughly understand the lesson, locate in the chart of prefixes and affixes the following characters, which are used in the lesson: The LT or LD hook; the RT or RD hook; the TING or DING tick; the PTING or RDING tick; the LTING or LDING tick; the T and D dot.

Special commeht is necessary regarding the last twelve words of the exercise. An affix written directly on the end of a straight stroke or on the back of a curved stroke, expresses T or D immediately preceding the affix. This principle is likewise used in connection with prefixes on curved strokes, in which case the T or D immediately follows the prefix, as in the words ULTIMO, ARTIFICE, etc.

EXERCISE

Built, Pulled, Called, Doled, Felt, Failed, Part, Cord, Beard, Port, Fired, Towered, Coward, Barter, Boarder, Porter, Filter, Builder, Milder, Platting, Plotting, Bleeding, Voiding, Threading, Parting, Boarding, Fording, Courting, Thwarting, Building, Scolding, Bolting, Tilting, Rebuilding, Brought, Fled, Blot, Complete, Deny, Demise, Depose, Brutal, Brittain, Fleeter, Volatile, Plods, Bratts, Ultimo, Ultimate. Ultimatum, Artifice, Artificial, Frets.



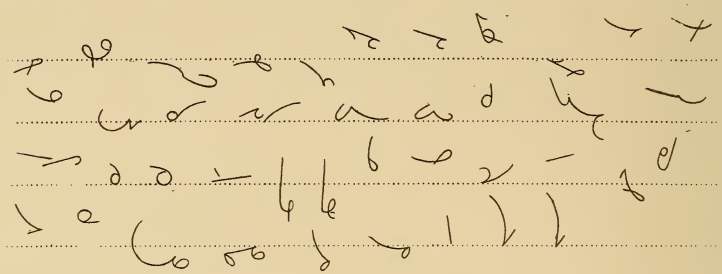
WORDS EMBODYING THE ABOVE RRINCIPLE

Killed, Pared, Milder, Clouting, According, Bridal, Traitor, Melting, Deposit, Blotter, Flooding, Recruiting, Deride, Flatter, Frosts, Flats.

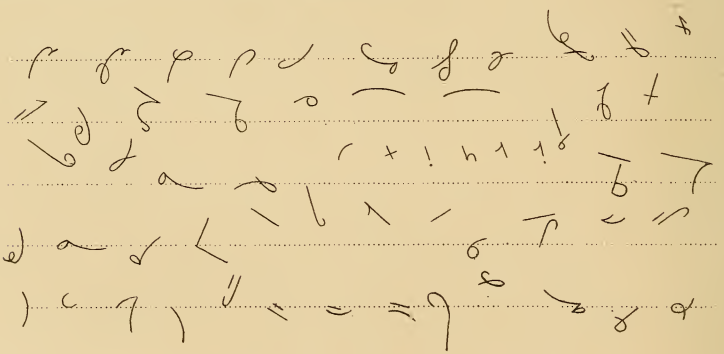
LESSON 44

FREQUENTLY RECURRING WORDS

Gotten, Another, Finish, Final, Field, Ability, Build, Apparent, Occasion, Easy, Easily, Easier, Issue, Ultimo, Proximo, Contain, Contents, Powder, Passenger, Behind, Because, Matter, Material, Ought, Person, Personally, Sound, Signed, Reason, Bought, Gallon, Bushel, Sake, Railway, Shareholder, Stockholder, Last, Least, Had, Mark, Market or Marked.



Assure, Assurance, Insure, Sure, Slow, Solicit, Lumber, Insert, Ascertain, Pertain, Captain, Product, Rather, Prejudice, Prevent, Water, While, Wall, Angle, Announce, Bureau, Pleasant, Soon, Steel, Iron, Glass, Wood, Worry, Word, World, Aware, Award, Peculiar, Presume, Ourselves, Still, Store, Today, Pay, Obey, Put, Railroad, Obscure, Aside, Purpose, Oil, That, Motive, Fact, Produce, Protect, Provide, Profit, Sharp, System, Next, Cargo, Carload.



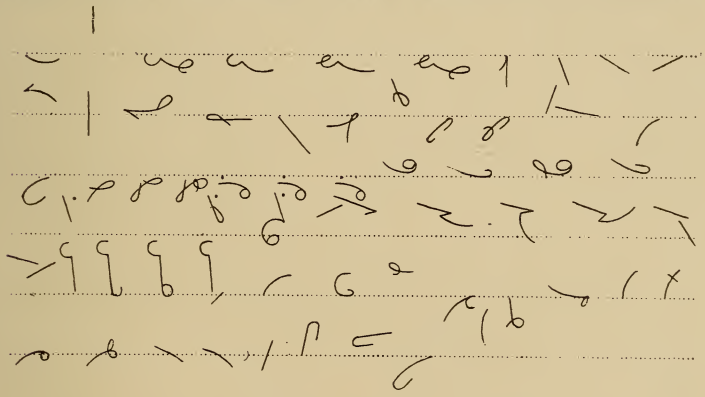
LESSON 45

ABBREVIATIONS

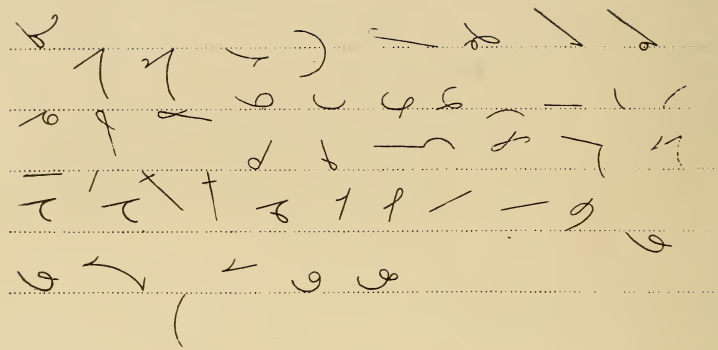
In shorthand writing, to abbreviate a word means to omit some of its sounds. Most words are abbreviated by expressing the first or second syllables, or even, in some cases, by expressing merely the first consonant sound and the following vowel, as in the word FIND, which is abbreviated FI; for if the first sound of a word be clearly indicated, the rest will suggest itself, especially if it has been otherwise accurately written.

EXERCISES

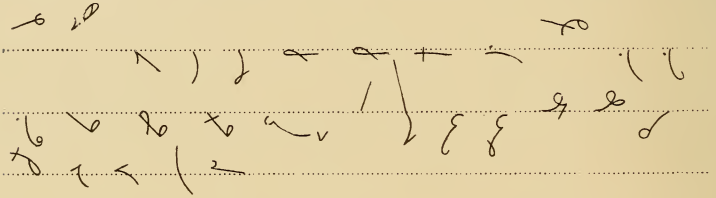
Even, Pound, Convince, Convenience, Inconvenience, Unconvinced, Account, Can, Came, Come, Quick, Been or Per, Acknowledgment, Inclined, Claim, Volume, Pennsylvania, Success or Successful, Unsuccessful, Duplicate, For, Therefore, Form, Inform, Information, Differ, Different, Difference, Necessarily, Necessary, Unnecessarily, Necessitate, Depart, Department, Departure, Public, Begin, Began, Begun, Became, Become, Contract, Contracts, Contractor, Contracting, Month, Thousand, Insist, Forward, Character, or Characterize, Instant, Move, Remove, Early, Earliest, He, Here, Who, Thereto, Thereupon, Therefrom, House.



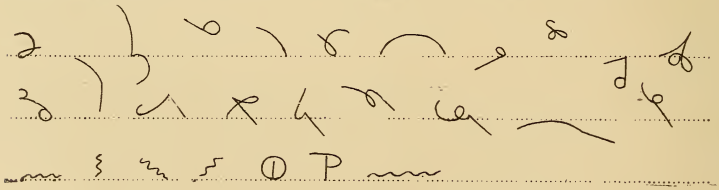
Tendency, Cover or Covering, Discover, Heavy, Yard, Street, Anyone else, Direct, Directly, Quarter, England, English, Nearly, This or These, Think or Thing, Thank or Thanking, Find, Time, Hand, Must or Most, Kind or Kindly, Good or Could, Regret, Regard or Regarding, During, Attention, Oblige, Impossible, Believe, Above, Object or Objection, Opportunity, Approve, Improvement, Below Belong, Nothing, Everything, Anything, America, However, Upon, Thorough, Thoroughly.



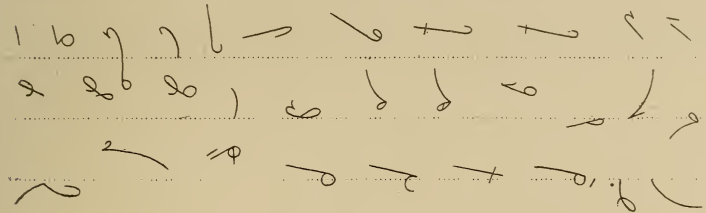
Policy, Abundant, Again, Found, Foundation, Inquire, Inquiry, Require, Difficult,or Difficulty, Beyond, Advantage, Advantageous, Advantageously, Question, Unquestionable, Request, Conservative, Do or Doing, Traffic, Confused, Confusion, Understood, Understand Heretofore Remain. Glad, Great or Grade. Large. Distinct or Distinction



January, February, March, April, May, June July, August, September, October, November, December, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, The period, The colon, The semicolon, The comma. The interrogation point, The parragraph mark, The dash.



Part, Particular, Example, Examine, Perhaps, Process, Present, Represent, Representative, Expect, Unexpectedly, Inspect, Inspection, Inspector, Amount or Amounting, Assignment, Assist, Assirtant, Appear, Quantity, New York, First, Furnish, Square, Proportion, Deliver, Delivered, Delivery, Delivering, Advance, Ever or Every or Very.



MISCELLANEOUS NOTES

The character hitherto illustrated as expressing the syllable TION, expresses the final syllable pronounced SHUN, and spelled variously TION, TIAN, CEAN, SIAN, SHUN, etc.

The affix used to express the final syllable TION, expresses also the final syllables IHTION and AYTION, as in the words RENDITION and COMMENDATION, etc.

Any character may be written half-size to express a final T or D. For example:--The ING tick may be shortened to express T in such phrases as OWING TO, ACCORDING TO, etc.

The V stroke may be joined vertically to any preceding stroke to phrase the word OF with other words, in such phrases as NUMBER OF, CAUSE OF, MAKE OF, DAYS OF,

The word or syllable THERE may be joined to the beginning of words by prefixing the TH hook in such words and phrases as THEREFORE, THEREOF, THERETO, THERE MAY BE, THERE ARE, THERE OUGHT, etc.

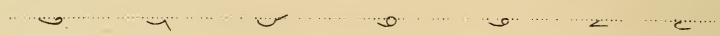
Whenever it is convenient to do so, the word FOR may be phrased with other words by joining the F stroke in a vertical position.

LESSON 46

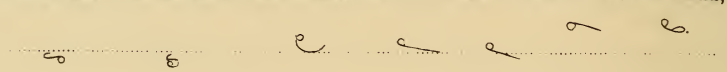
PHRASES

Phrasing is an important branch of shorthand. It frequently occurs in oratory, and even in commercial dictation, that two or more small words are pronounced with one inflection of the voice; and when writing these expressions, if any speed is to be attained, they should be blended in the same manner as they are pronounced. This is called phrasing.

Which is, Which has, Which was, Which are, Which will, Can we, As we

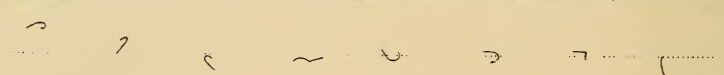


As we will, As we shall, Will this, Will it, Will he, Will be, Will send,



Will find, Will ship, Do so or Doing so, To his or To us, On his, On us

What was, Is his, As has, In much, When the, And the, And we, Have been



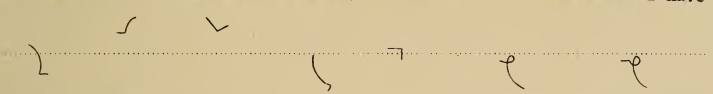
I have, I have been, May be, We will, We were, We have, We seem, We may

We should. We wish, We must, We could, We do not, We had, We had been.

We are, We would say that, We would state that, We beg to, We will be,

We beg to state that, We shall be, We shall not, Will we, When we,

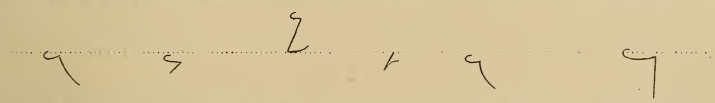
Are we, Would we, Were we, Have we, And we, We will have, We shall have



Shall we, We are unable, I am unble. I am full, We are not able, It wil

You are able, You are fully, We were fully, As we are, As we would,

As we have, As we can, As we do not, As a, As we have, As I have been,



As when we, As our, As a, As to, As to that, As well as, As in, Is it,

As with the, Is the, As in the, As this, As any, As is, So as to As it

As though, As soon as possible As it was, As it has, As it is, That is,

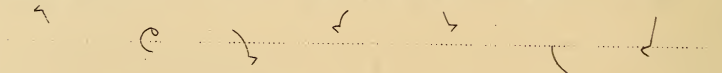
As early as possible, As many as, With his, To that, For that, From that,

Find that, Know that, Hope that, If our, In it, Into it, For our, Of our

In our, May our, In that, In this, In which, In case, In every, You will,

In regard to, In every respect, You are, You should, You would, You have,

You were, Will you, Are you, Would you, Were you, Have you, To you,

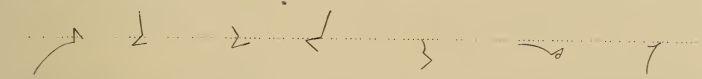


Of you, If you, But you, By you, Which you, Thanking you, Which we,

Have them, For them, As follows, To be able, In view, In fact, If any,

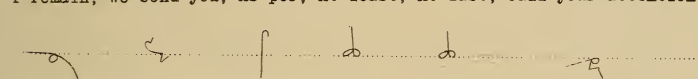
In order to, If this is, If you, If your, For your, Of your, Have your

from your, At your, On your, To your, With your, If you will, A few

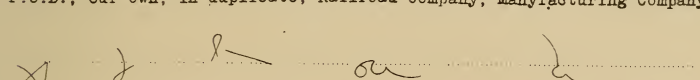


A fact that, A case, A manner, And a, Have a, To a, Would,a,I send you

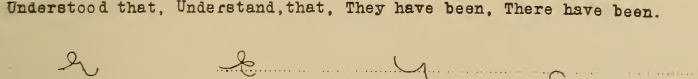
I remain, We send you, As per, At least, At last, Call your attention,



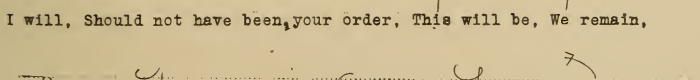
F.O.B., Our own, In duplicate, Railroad Company, Manyfacturing Company,



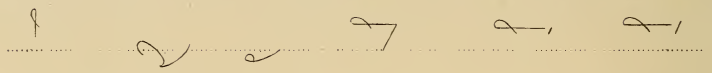
Understood that, Understand,that, They have been, There have been.



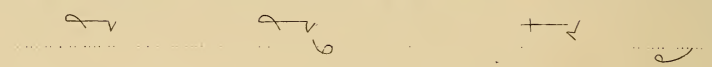
I will, Should not have been,your order, This will be, We remain,



In about, There is no, All of, In reply to, In replying to In replying

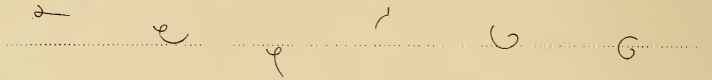


In reply to yours, In reply to your letter, Replying to yours, All of



Replying to your letter, In connection, I shall be, They shall be,

Shall be. Shall this, Shall have, We would, They should, You should,

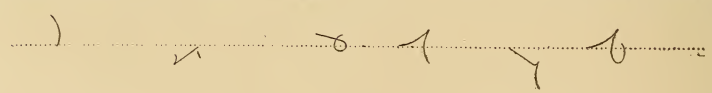


I should, Should we, Should I, Should you, Should they, It will be,

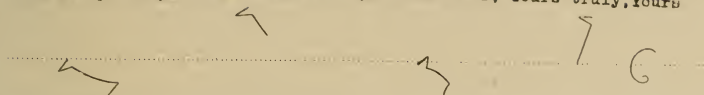
It may be, Can a, In fact a, We are in receipt, I am able, Fact that,

I have been able, We have been able, State that, Request that, This city

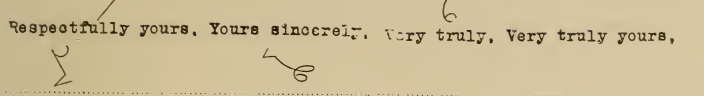
Amounting to, According to, Dear Sir Number of, Case of, Number of the,



Yours very truly. Yours respectfully. Your favor. Yours truly, Yours



Respectfully yours. Yours sincerely. Very truly. Very truly yours.



FINAL INSTRUCTIONS

As the ability to read shorthand readily depends largely upon the accuracy of the writing, it is well before leaving the study of the principles to note a few facts in regard to accurate shorthand writing.

In the first place, as the consonant sounds are the frame work of all words, it is important to know without a peradventure just which consonant sound or sounds each stroke is supposed to represent; and in order to preclude all doubt, the writer should make as great difference between the lengths of the strokes as possible and should see to it that each stroke is written in its proper position above, below, or across the line of writing or a preceding stroke. The latter is especially important in determining the identity of the stroke. It is well to note in this connection that the size of a stroke is governed by the amount of space between the lines of writing, one-half of which space in the vertical position is equal to what is called the natural length of a stroke.

Although the sizes of the prefixes and affixes are governed solely by the size of the strokes upon which they are written, yet their proportion of size should be carefully preserved. For example:--The REL circle is written much smaller on a half-length stroke than on an R-length stroke; yet even on a half-length stroke the REL circle is written twice as large as the R and the R twice as large as the L.

It should be further noticed in regard to sizes that in shorthand writing as in longhand there is an individuality in each person's writing that renders it well nigh impossible to establish a standard of size that will suit everyone. In longhand, for instance, while one person will write a very tall small letter "ℓ", another person will write a very short one; and yet the "ℓ" must be made enough taller than the small letter "ℓ" to be distinguishable. While writing shorthand,

therefore, although the standard of size may differ according to the individually of the writer, it is imperative that a uniformity be preserved throughout.

Another important factor in accurate shorthand writing is that familarity which permits of great speed. The experience of stenographers in the past points to the fact that the greater the speed limit of the writer the more accurate and legible are the notes. It will be readily understood that, all else being equal, the stenographer capable of writing one hundred and fifty words per minute will write one hundred words per minute with so much more ease than the one whose speed limit is but one hundred words that the former's notes will be much more accurate than the latter's and, consequently, more legible

Speed in writing, however, should be the natural result of familiarity, and it should be attained without a conscious effort on the part of the writer. The writer that is constantly striving for speed without regard to accuracy soon developes a style of writing that is extremely difficult to read, and the habit thus acquired is hard to break. Longhand writing, when carelessly written, is just as illegible as the shorthand notes of the most inexperienced stenographer; an example of which is the famous handwriting of Horace Greely, which could only be read by his proof reader and that only because of the proofreader's great familiarity with it. It is therefore absurd to expect a greater degree of legibility from carelessly written shorthand than that of longhand, or to expect, within the short space of five or six months, to read shorthand with the same facility that we read longhand, which we have been studying, practicing, and using for many years and with which we are as familiar as with the words we speak.

BUSINESS LETTERS

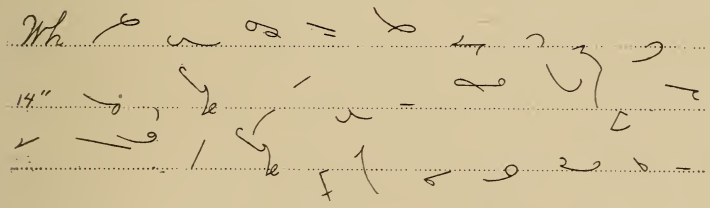
W. H. Mullens Co.,
Harbison Building,
Salem, Ohio.

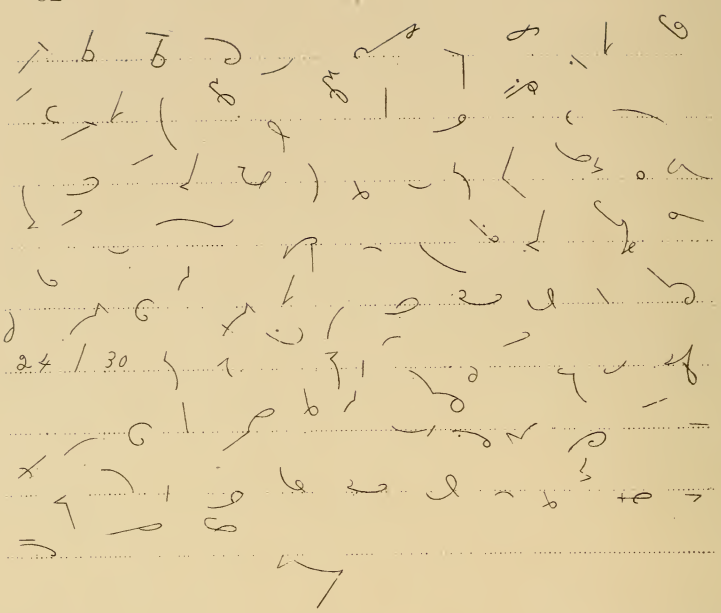
Gentlemen:

Your favor of the 14th instant, with specifications for boat, received; and in reply will say we could not build a boat precisely to specifications. We carry a large stock of our designs on hand, and owing to our peculiar methods of construction, it would be impossible to get out a special boat without going to a large expense, in fact an expense out of all proportion to the real value of the boat to you. We think our catalog, which we are today sending you, will contain boats which, while not corresponding in every detail to your specifications, will be found satisfactory for your use. We would refer you to a few of the designs shown on pages 24 to 30.

We are glad to see that you are somewhat familiar with our boats, as we have sold a number of them for use at Oakmont park. We would like to fill your order for this boat and hope you can make some of our handsome designs shown in catalog suit your requirements. We can promise prompt shipment.

Yours very truly,





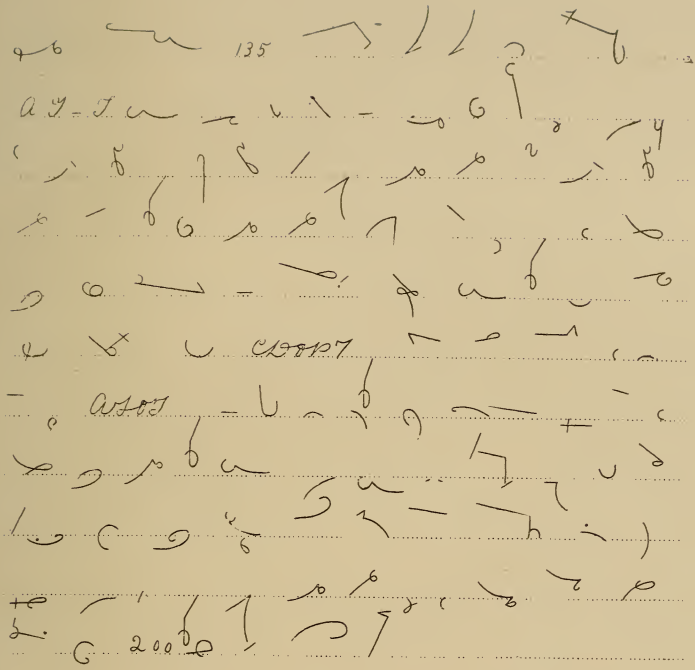
Colonial Supply Co.,
#135 Broadway,
New York, N.Y.

Gentlemen:

A representative of the A.T.& T.Co. called on us today and advised that the contract with them for discount on the long distance coupons has been extended to cover local tolls as well as long distance tolls,but that the local tolls must be paid with coupons in the name of the Central District & Printing Telegraph Company,which operates in this territory. These C.D.& P.T.Coupons can be obtained by you in the same way as the A.T.& T.Coupons and at the same rate; they are simply required to be in the name of the local company for convenience in book-keeping.

We have thought best to advise you of this arrangement so that you may be prepared to meet our requirements for such coupons covering local tolls. Within the next six months we shall be able to use $200. worth.

Yours truly,



Messrs.W.J.Lewis & Co.,
#236 State Street,
Chicago, Ill.

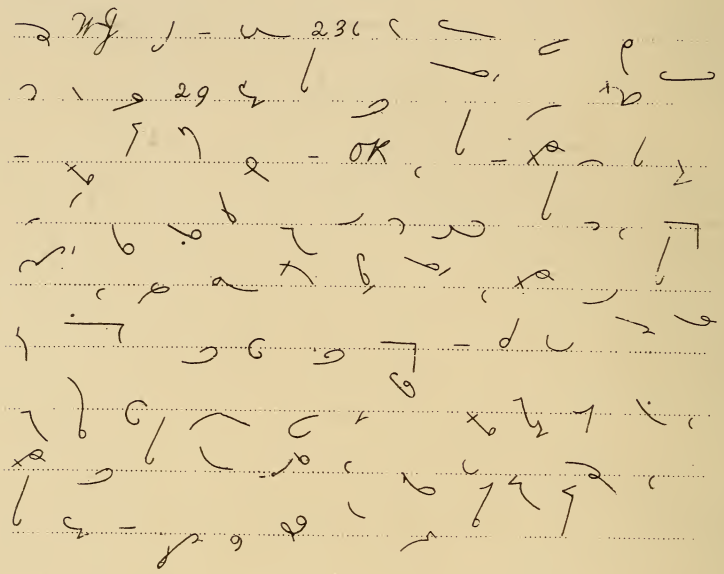
Gentlemen:

On August 29th we sent you proofs of the printing for register supplies and requested you to examine,correct,and O.K. the prooofs and return same to us,when your order would have our careful attention.

We have not yet received the proofs,and as the type composing the forms still remain standing,pending the return of proofs,we are deprived of the use of the type; and during this busy season we have ample use for it. Therefore,as a special request,we ask you not to delay the return of the proofs any longer.

In the event that you have mislaid the proofs sent you, we enclose herewith another set for your approval.

Yours truly,



20 AFTERNOONS

The Lindsay School of Shorthand.

H. P. LINDSAY, PRINCIPAL

DAY AND EVENING SESSIONS.

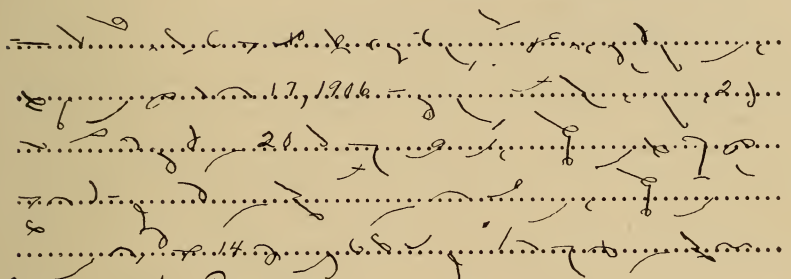
PUBLISHERS "LINDSAYS' SIMPLIFIED SHORTHAND."

524 FOURTH AVENUE.

FIRST FLOOR ARMENIA BLDG.

BELL TELEPHONE.....

PITTSBURG, PA., August 13th, 1906.



Commonwealth of Pennsylvania
County of Allegheny -
Sworn and subscribed to before me
this 16th day of Aug 1906 -
R Hahn J.P.
My Commission Exp May 4 1908

Marie Morgan
2302 Main St,
Sharpsburg, Pa.

TRANSLATION OF SHORTHAND NOTES ABOVE

-ooo-

I take pleasure in stating that I can honestly testify to the fact, having become enrolled in the afternoon class of The Lindsay School Of Shorthand on July 17th,1906,and after having only attended the said class the two hours it is open each afternoon for twenty days,I have learned all the principles of Lindsays' Simplified Shorthand and can write new and unfamiliar matter from dictation solely from my knowledge of the principles of said system of writing. I am fourteen years of age. This statement,though unfamiliar to me,I have written from dictation.

II

23 DAYS

The Lindsay School of Shorthand.

H. P. LINDSAY, PRINCIPAL.

DAY AND EVENING SESSIONS.

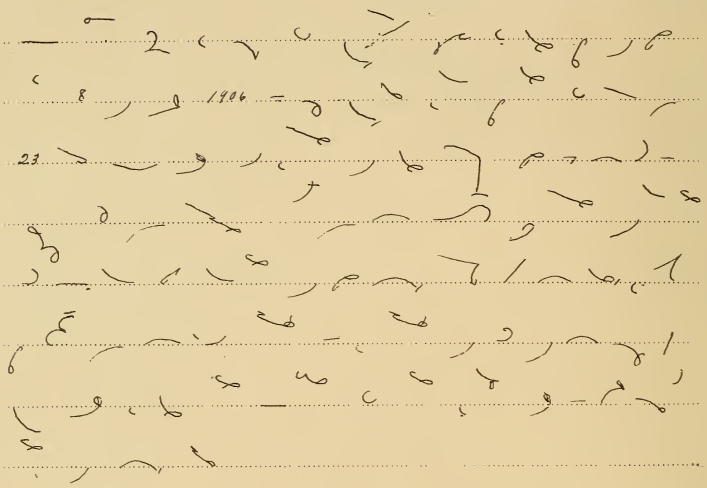
PUBLISHERS "LINDSAYS' SIMPLIFIED SHORTHAND."

524 FOURTH AVENUE.

FIRST FLOOR ARMENIA BLDG.

BELL TELEPHONE.....

PITTSBURG, PA., Sept. 10th, 1906



Sworn To and Subscribed this 12th day of September A.D. 1906

A. C. Kinnaman, N.P.

My Com. Expires May 1. 1909

Marcella Togliatti

Cuddy, Pa

TRANSLATION OF SHORTHAND NOTES ABOVE

I hereby certify to the fact that, having become enrolled in the Lindsay School of Shorthand on the 8th of August, 1906, and after having attended the said school since that day for twenty-three days, I have learned all the principles of Lindsays' Simplified Shorthand and can write new and unfamiliar matter from dictation solely from my knowledge of the principles of said system. Though I never studied any system of shorthand previous to my entering the above school, judging from my own experience and the experience of those of my friends who have learned the Lindsay System, I consider that system the easiest-learned and most readily-used system of writing extant.

25 DAYS

The Lindsay School of Shorthand.

H. P. LINDSAY, PRINCIPAL.

DAY AND EVENING SESSIONS.

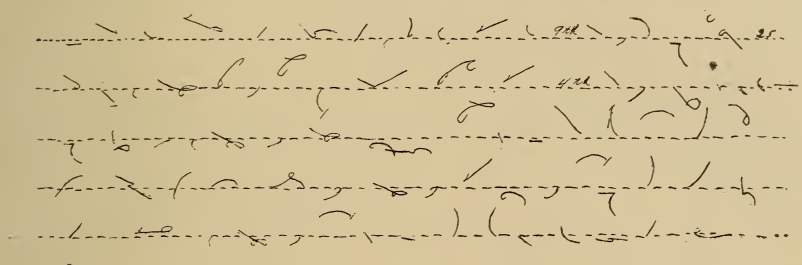
PUBLISHERS "LINDSAYS' SIMPLIFIED SHORTHAND."

524 FOURTH AVENUE,

FIRST FLOOR ARMENIA BLDG.

BELL TELEPHONE.....

PITTSBURG, PA., May 9th, 1906



Sworn and subscribed before me this 14th May 1906.

L. E. McCague
Notary Public

My Commission Feb 2, 1910.

Edgar Campbell

Sargeant Pa.

TRANSLATION OF SHORTHAND NOTES ABOVE

---000---

I take this occasion to testify to the fact that upon this 9th day of May I have completed 25 days at The Lindsay School Of Shorthand, having become enrolled upon the 4th day April; and in that time I have learned all the principles of Lindsays' Simplified Shorthand, and I can now write new matter from dictation from my knowledge of the principles of the above system of writing. I have not found it difficult to acquire the principles of writing, and I now find it very easy to apply said principles. I am 17 years of age.

IV

14 DAYS

H. P. LINDSAY, PRINCIPAL.

PUBLISHERS
"LINDSAY'S SIMPLIFIED SHORTHAND."

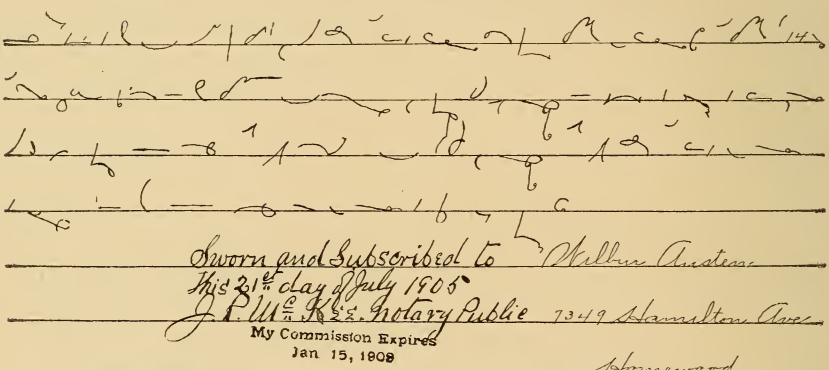
Lindsay's School of Shorthand

DAY AND EVENING SESSIONS.

McCANCE BLOCK,
ROOM 19,
FOURTH FLOOR.

COR. SEVENTH AVENUE AND SMITHFIELD STREET.

PITTSBURG, PA.



Sworn and Subscribed to
this 21st day of July 1908
J. P. McCarrell Notary Public
My Commission Expires
Jan 15, 1909

Walter Austen
7349 Hamilton Ave
Homewood

TRANSLATION OF SHORTHAND NOTES ABOVE

-ooo-

I am glad to be able to state that I have only been studying the new system of writing (Lindsay's Simplified Shorthand) in Lindsay's School of Shorthand for fourteen days of less than three hours each; and in that short time I have finished the text-book, learned all the principles, and acquired an ability to write with ease new matter from dictation by means of the above method. I have found the principles of the above system of writing very easy to comprehend, and I now find it very easy to put them into practical use.

42 EVENINGS

H. P. LINDSAY, PRINCIPAL.

PUBLISHERS
"LINDSAY'S SIMPLIFIED SHORTHAND."

Lindsay's School of Shorthand

DAY AND EVENING SESSIONS.

McCANCE BLOCK,
ROOM 10,
FOURTH FLOOR.

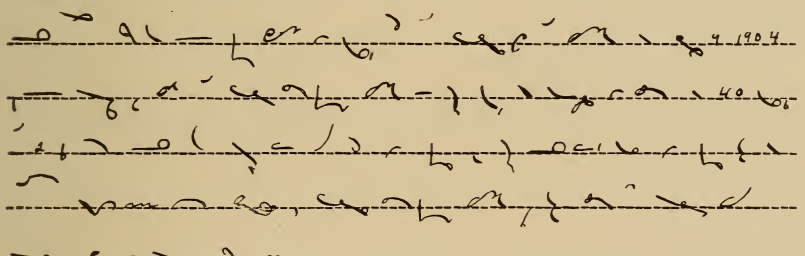
COR. SEVENTH AVENUE AND SMITHFIELD STREET.

PITTSBURG, PA. December 19th, 1904.

TRANSLATION OF SHORTHAND NOTES BELOW

—:—

I am pleased to state that I became enrolled in the evening class of Lindsay's School of Shorthand on September 9th,1904,when I began the study of Lindsay's Simplified Shorthand; and after having had instructions in that system on 42 evenings of 2 hours each,I am now able to write new matter from dictation; in fact,I am writing this from dictation without the aid of my teacher. My experience with Lindsay's Simplified Shorthand proves that that system is easy to learn,easy to write and easy to read.



Sworn and subscribed before me this 21st day of December 1904
L. H. Matthews
Notary Public
My commission expires Jany 14th 1907

SIGNED Margaret Mc Keogh

Grant Avenue and St. Clair Street,

Allegheny, Pa.

VI

29 DAYS

H. P. LINDSAY PRINCIPAL.

PUBLISHERS
"LINDSAY'S SIMPLIFIED SHORTHAND."

Lindsay's School of Shorthand

DAY AND EVENING SESSIONS.

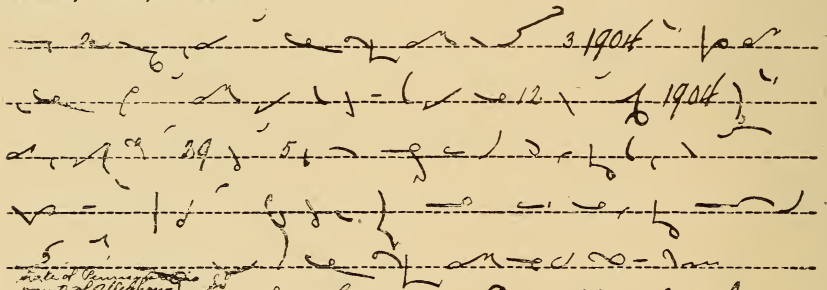
McCANCE BLOCK,
ROOM 10,
FOURTH FLOOR.

COR. SEVENTH AVENUE AND SMITHFIELD STREET.

PITTSBURG, PA. November 12th, 1904.

TRANSLATION OF SHORTHAND NOTES BELOW

I, the undersigned, began the study of LINDSAY'S SIMPLIFIED SHORTHAND on October 3d, 1904, having become enrolled in Lindsay's School of Shorthand upon that date; and now, upon this 12th day of November, 1904, after having studied the above system for 29 days of five hours each, I am able to write new matter from dictation without the aid of my teacher, and have been doing so for several days; in fact, I am writing this from dictation by my own knowledge of the principles. I have found LINDSAY'S SIMPLIFIED SHORTHAND easily learned, written, and read.



State of Pennsylvania
County of Allegheny } ss.
Before me a Notary Public in and for said County personally appeared Drucilla Cook who being by me according to law deposes and says that the foregoing is true
and was sworn to before me this 12th day of Nov. 1904

SIGNED Drucilla Cook

Sycamore Street, Mt. Washington,

Pittsburg, Pa.

My Commission Expires
Jan. 21, 1907.

David Bigelow
Notary Public

30 DAYS

H. P. LINDSAY, PRINCIPAL.

PUBLISHERS
"LINDSAY'S SIMPLIFIED SHORTHAND."

Lindsay's School of Shorthand

DAY AND EVENING SESSIONS.

McCANCE BLOCK,
ROOM 10,
FOURTH FLOOR.

COR. SEVENTH AVENUE AND SMITHFIELD STREET.

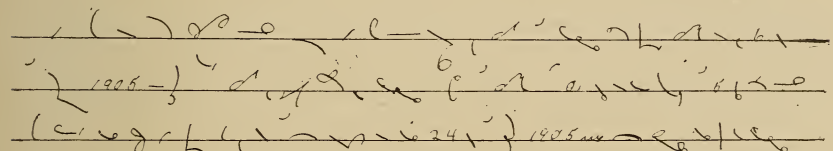
PITTSBURG, PA. March 24th, 1905

TRANSLATION OF SHORTHAND NOTES BELOW

—:—

TO WHOM IT MAY CONCERN:

I am free to state that I began the study of LINDSAY'S SIMPLIFIED SHORTHAND on the sixth day of February, 1905, and after having studied the above system in Lindsay's School of Shorthand for thirty-days, on an average of five hours each, I am now writing this statement from dictation without the aid of my teacher, on this 24th day of March, 1905. My experience has been that LINDSAY'S SIMPLIFIED SHORTHAND is very easy to learn, and very easily written and read. I am 16 years of age.



State of Pennsylvania S.S.
County of Allegheny
Before me an Alderman in & for said County
Personally Appeared
Susie Lerch who being duly sworn Deposes & says that the foregoing is true
sworn to & subscribed before me this 25th day of March 1905

Susie Lerch
85 McClain Ave.
Pittsburgh, Pa.

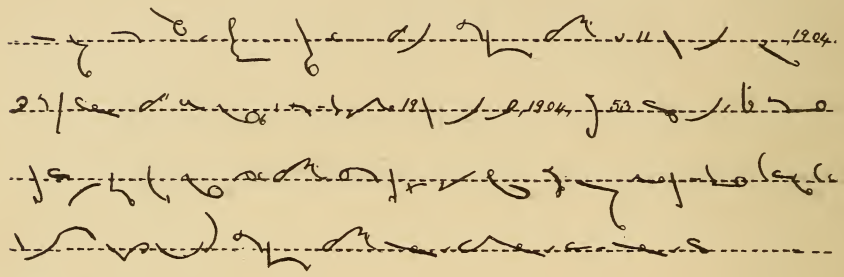
Alex Black
Alderman
Comm Expires May 1906

VIII

53 EVENINGS

TRANSCRIPTION OF SHORTHAND NOTES BELOW

"IT GIVES ME PLEASURE TO STATE THAT I BEGAN THE STUDY OF SIMPLIFIED SHORTHAND ON THE 11TH DAY OF APRIL, 1904, UNDER H.P.LINDSAY, STUDYING THREE EVENINGS A WEEK, AND THAT UPON THIS 19TH DAY OF AUGUST, 1904, AFTER 53 LESSONS OF TWO HOURS EACH, I AM ABLE TO WRITE FROM DICTATION, HAVING EVEN USED THE SHORTHAND IN MY DAILY WORK UPON SEVERAL OCCASIONS PREVIOUS TO THIS DATE, AND THAT I AM NOW WRITING THIS WITHOUT THE AID OF MY TEACHER. I HAVE FOUND SIMPLIFIED SHORTHAND EASY TO LEARN, EASY TO WRITE, AND EASY TO READ."



State of Pennsylvania,
County of Allegheny } ss.

Before me a Notary Public, in and for said County, personally appeared H.S. Anderson, who being duly sworn according to law deposes and says that the foregoing is true.

Sworn to before me this 22nd day of August, 1904

David Reed Notary Public

My Commission Expires
Jan 21. 1907.

(SIGNED) H.S. Anderson

GRAY STREET, MT. WASHINGTON,
PITTSBURGH, PA.

34 DAYS

H. P. LINDSAY, PRINCIPAL.

PUBLISHERS
"LINDSAY'S SIMPLIFIED SHORTHAND.

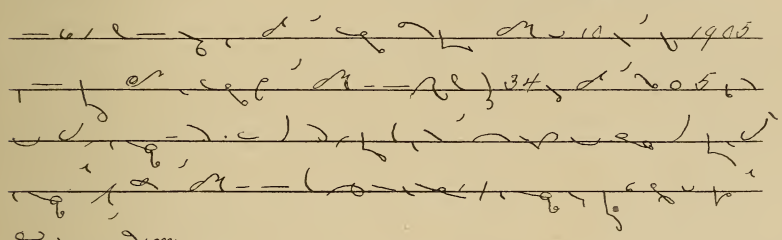
Lindsay's School of Shorthand

DAY AND EVENING SESSIONS.

McCANCE BLOCK,
ROOM 10,
FOURTH FLOOR.

COR. SEVENTH AVENUE AND SMITHFIELD STREET.

PITTSBURG, PA. June 5th, 1905



State of Pennsylvania, ss:
County of Allegheny
Sworn to before me, a Notary Public in and for said County, personally appeared Sarah H. Pare who being duly sworn, according to law, deposes and says that the foregoing writing
Sworn to before me this 7th day of June, 1905
Darrold Bisset
Notary Public

My Commission Expires
Jan. 21, 1907

Sarah H. Pare
336 Virginia Ave
Pitts. Pa.

TRANSLATION OF THE ABOVE SHORTHAND NOTES

-ooo-

I wish to state that I began the study of "Lindsay's Simplified Shorthand" on the 10th day of April, 1905, when I became enrolled in Lindsay's School of Shorthand; and I would further state that after thirty-four days' study of less than five hours each, I have learned all the principles and am able to write new matter from dictation without the aid of my teacher. I have experienced no difficulty in learning the principles of the above system of shorthand, and I now find it very easy to put the principles into practical use, especially so because of the entire absence of shading.

X

27 DAYS

The Lindsay School of Shorthand.

H. P. LINDSAY, PRINCIPAL.

DAY AND EVENING SESSIONS

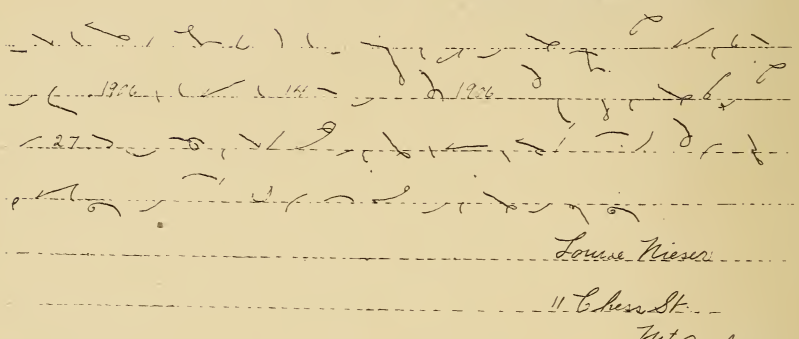
PUBLISHERS "LINDSAYS' SIMPLIFIED SHORTHAND."

524 FOURTH AVENUE.

FIRST FLOOR ARMENIA BLDG.

BELL TELEPHONE.....

PITTSBURG, PA., March 14th, 1906.



Louise Nieser

11 Chess St.

Mt Washington

Pgh

TRANSLATION OF SHORTHAND NOTES ABOVE

-ooo-

I take this occasion to certify to the fact that I began the study of LINDSAY'S SIMPLIFIED SHORTHAND upon the sixth day of February, 1906, and that upon this fourteenth day of March, 1906, after having attended The Lindsay School Of Shorthand for twenty-seven days, I have finished the text book, learned all the principles, and acquired an ability to write new matter from dictation in the above system of writing solely from my knowledge of the principles of said system.

Sworn to before me this 14th day of March, 1906

David S. Jones
Notary Public

OCT 11 1906

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